

## **SAF Annual Proposal Form for the 2016- 2017 Academic Year**

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2015 until 5:00pm on January 14th, 2016. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2016 to 2017 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 5, 2016 and February 12, 2016. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time. If the dates change, groups will be given 10 business days' notice.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 1, 2016 and April 8, 2016. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

**This is a two part-application. Please complete both this document and the funding excel spreadsheet and submit to the Dropbox by 5pm on January 14, 2016. Only applications that have submitted both documents by the deadline will be considered complete.**

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

\* Indicates a required field

# SAF Annual Proposal Form

## Proposing Group\*

(E.g. Career Center, Sustainability Club, Social Justice Organizers, etc.)

Recreation & Wellness ARC Programming/Gear Shop

## Department/Organization\*

(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)

Recreation & Wellness

## Contact Person\*

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Betsy Brown

## Contact Email\*

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Include a regularly checked email as the SAF Committee contacts groups primarily through email.

brownbj@uw.edu

## Contact Phone\*

Include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

425-352-3551

## Faculty/Staff Member\*

Discuss your request with a staff or faculty member (i.e. Student Engagement and Activities staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual. This person will also be listed as the budget owner.

Betsy Brown

### Faculty/Staff Member Email\*

Provide the email of the faculty or staff member you discussed your request with.

brownbj@uw.edu

### Executive Summary of Your Proposal\*

Provide a concise overview of the program, activity, or service for which you seek funding. Explain how your proposal supports UW Bothell's 21st Century Initiatives. Reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, refer to the applicable initiatives:  
<http://www.uwb.edu/21stcentury>

Recreation & Wellness is a piece of the puzzle that makes the ARC fit together. As we were funded for in 2014-15, we are requesting funding for students to work at the Fitness Center front desk to support our outdoor gear shop (The Nest), Sports & Recreation Complex equipment checkout, and to support fitness programming, as well as the Fitness Center.

Recreation & Wellness supports UW Bothell's 21<sup>st</sup> Century Initiative in many ways:

- **Growth** – Recreation & Wellness has grown along with the University of Washington Bothell to continue to provide top notch programs, informed through student interest – especially surrounding Outdoor Wellness and the ARC!
- **Resourcefulness** – R&W has been resourceful by being creative with funding we are awarded to make the biggest impact, though partnering with other departments, growing sustainably, seeking outside support through grants, and building and maintaining relationships with community associates
- **Diversity** – Through striving to be as inclusive as we know how and by not being complacent. We attend social justice institutes, attend on-campus opportunities, make ourselves available to students, and listen and act based on current student needs
- **Student-Centered** – R&W keeps students at the forefront of all programming and planning through having students generate event ideas, asking for student input, and by being responsive to student requests and comments
- **Community** – Our programs are often specifically designed for community building between students, staff and faculty, as well as the larger community. We value our community partners and regularly partner for programming
- **Innovation** – Our programs are innovative in nature for many reasons. Because we are a co-located campus, we have had to be innovative thinkers and problem solvers to create programs that work on our campus, with its very specific needs and to serve our very diverse campus
- **Sustainability** – Growth of Recreation & Wellness has had to happen in a sustainable and deliberate way to ensure high quality programming and to allow for our programs to be informed by students. R&W also is very mindful of environmental sustainability and addresses it through educational programming and by creating new programs from left over materials, as to not have to throw them out

### **Need for this Program/Service\***

In 200 words or less:

- Describe the need for this program or service. Explicitly describe how the program directly and/or indirectly benefits the UW Bothell campus community.
- Include any data that might support your proposal (e.g. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, provide that information here.

The need for this program and student support is great. We've had thousands of dollars of outdoor equipment that is meant for checkout to students (and potentially the entire campus community) and no way to administer it. Now, with the ARC, we have 'The Nest' where equipment and education about how to use it will happen. Student employees will be trained to fit people so that they are lent the proper equipment, as well as show them how to use it. 'The Nest' opened in winter quarter 2017 (when our Fusion software became available) and we are interest and use is already exceeding our expectations. We will be carefully tracking use, to report back to SAF.

#### **Fitness Classes**

The number of Fitness Class offered is far higher than ever before. In 14-15, we offered 234 fitness classes, correlating to right around 2200 participations. In 15-16, we are on pace to offer 440 classes, with many more participations than 14-15.

#### **Fitness Center**

The new Fitness Center in the ARC served 10,265 students for Fall of 2015 and Winter 2016 has started out with record numbers.

#### **Outdoor Wellness**

Outdoor Wellness is flourishing with new staff and training. Events offered have increased tremendously, as well as the type of event. In 2014-15, OWL events were mostly limited to workshops on campus and a few contracted guided trips. In fall of 2015, we have seen interest and attendance blossom – with 16 programs/events offered. 'The Nest' gear shop opened in winter quarter 2016 with great early interest.

### **Estimate number of students that will benefit from your proposed program/service\***

In 200 words or less:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

The entire UW Bothell community can benefit from our programs. We strive to promote the maintenance of good physical and mental health for all students and we want to create an atmosphere that encourages individuals to develop a life-long pattern of positive physical activity, regardless of skill level. Our programs are open to all students and we endeavor to address issues from a holistic and inclusive angle. Because Recreation & Wellness is focused on excelling and developing the areas we currently have, one of our major goals for this past year was to increase participation from students who wouldn't typically identify themselves as someone who would join us. We've seen early success of this through creative programming and increasing accessibility.

Our gear shop, 'The Nest' is open to UWB fee-paying students and removes many barriers to participation in outdoor pursuits by eliminating or vastly reducing gear costs associated with many outdoor activities. We will be introducing community pricing that will allow for UWB faculty/staff, as well as CC students/faculty/staff to rent our gear.

All fee-paying students on UWB and CC campuses have access to our Fitness Center and fitness classes. Faculty and staff from both institutions are able to buy a Fit Pass that allows them access to both the Fitness Center and fitness classes.

#### **Assessment plan for the program or service\***

- How do you plan to track the effects of this program or service?
- How would you track how successful it was and what you could change in the future?
- If needed, include any other information you feel is relevant to your request.

Gear will be tracked very carefully, as it is very expensive and will be going out with individuals or groups without staff people at times. It will also be a great way for us to track interest, use and help to plan for the future. We also keep track of what students ask for that we do not currently provide to help inform future purchases.

Fitness Center use and Fitness Class participation is tracked carefully and recorded daily.

We have comment forms out at the Fitness Center that we use to assess what current issues in the Fitness Center are, what additional equipment is desired, and what fitness classes student would like to see added. Even though we've only been open since Fall 2015, we have been able to respond quickly to student needs and make changes and additions.

Students will be available to open and close the shop, as well as help with UWB fitness programming and operations.

#### **Salaries/Wages**

Describe the funds you are requesting in detail below including: number of positions, hours per week, position title, salary, etc. Explain any differences or distinctions in positions. Benefits will be calculated on the spreadsheet, as appropriate. Put total dollar amount of salaries/wages in the bottom of this box and on the spreadsheet.



**Office Supplies**

Describe the funds you are requesting in detail below. Put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

N/A

**Food/Refreshments**

Describe the funds you are requesting in detail. Review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

N/A

**Equipment Rentals/Purchase**

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

N/A

**Transportation**

Describe the funds you are requesting in detail below including: in state or out of state, justification for out of state travel and type of transportation. Note: flight booking is managed through the University. Put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

N/A

**Meals and Lodging for Travel**

Describe the funds you are requesting in detail below. Ensure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Note: hotel bookings are typically managed through the University. Put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

N/A – Included in other with conferences.

**Operations**

Describe the funds you are requesting in detail below. Put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet. Phone lines should be calculated at \$10 per line per month.

<http://www.washington.edu/itconnect/service/telephones-and-voicemail-services/>

The fitness subscription goes to keep the Wellbeats active in the Fitness Center and uniforms are to make staff more recognizable while they work.

**Operations**

Fitness Subscription	\$3,000.00
Uniforms	\$2,000.00
Fitness Certificaitons, Gear Fitting Certification, In-Service Training	\$5,000.00
	<b>\$10,000.00</b>

**Other**

Include any other expenses that do not fall under any of the above categories, in detail. Put the total dollar amount of other in the bottom of this box and on the spreadsheet.

A conference is requested for four students and a professional staff adviser to a conference supporting facility management, outdoor programming/gear, and/or fitness programs. This is important to help build on the knowledge we have currently, allow for student to learn skills, find new ideas, and build a network of folks that will be resources to our programs.

**Other**

Conference for 4 students and adviser	\$7,500.00
	<b>\$7,500.00</b>

**Total Amount Requested\***

List your total amount requested, using the total from the spreadsheet.

\$107,385.00

**Terms and Conditions\***

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>
- I understand that once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 5, 2016 and Friday, February 12, 2016. Someone



from my group will be available to attend a brief hearing scheduled during that time frame.