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.)
Student Engagement & Activities

Department/Organization*
(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)
Student Engagement & Activities

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.
Andrea Ramirez

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.
ramiandr@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.
425-352-5264

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.
Andrea Ramirez
Faculty/Staff Member Email*
Provide the email of the faculty or staff member you discussed your request with.
ramiandr@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

Student Engagement & Activities (SEA) creates distinctive and engaging co-curricular learning programs as a means to teach students citizenship, civic responsibility, and social justice, and to create connections to academic study, leadership development, and problem solving. SEA is funded by SAF and supports programs and events created by students, for students, and we provide opportunities with a wide variety of campus experiences fostering community and support SAF funded groups ASUWB, Campus Events Board (CEB), Club Council, Clubs, student social justice initiatives, facilitations, trainings, (Identity, Dialogue, Expression, Action) IDEA Project, Intercultural Coordinators (ICC), MLK Jr. Day of Service, OrgSync, Professional Leadership Certificate, reflection room, Social Justice Organizers (SJO), Universal Leadership Conference, service opportunities, and other student-initiated programs. As UW Bothell continues to grow and serve a more diverse student population, it is critical for Student Engagement & Activities to continue offering a wide variety of programs and services to meet the ever-changing needs and desires of the student population. Student programming enriches and enhance the college experience for students by providing increased leadership, recreational, educational, and social opportunities.

Our programs most directly addresses the following areas within the 21st century campus Initiative:

Growth: Serve the citizens of Washington by providing increased access to a premier university education. (Understand and respond to projected demographic changes.) As our student population continues to grow and change, so does student demand for leadership, events, programming, social justice & diversity programs, etc. In order to diversify the campus, the campus must have programs that are welcoming and interesting to all students regardless of the race, ethnicity, gender, sexuality, income, and religious background. We also continue to grow programs based on student interest and needs for the campus and student body.
Resourcefulness: Build institutional sustainability through sound, creative use of financial and human resources. (Address professional development and support to sustain human resources.) We strive to develop students, staff, and faculty through providing trainings, facilitations, and dialogues on a variety of topics. We support staff professional development, as it is critical our staff maintain a firm grasp on best practices and the changes that are taking place in the field of Student Affairs. In addition to the benefits students will receive from a better informed/experienced staff, professional development also leads to increased staff retention and increased job satisfaction.

Student-centered: Enhance student services to support academic success and enrich student life. (Address student life issues: residence life, social and recreational opportunities.) SEA’s mission and work is highly critical to accomplishing this priority. Studies indicate students involved in co-curricular opportunities associated with student programming are more likely to be satisfied with their educational experience and do better academically. This connection is critical to better support and connect first generation students, marginalized groups, and those feeling isolated in their college experience.

Community: Deepen and broaden community engagement and research. (Promote service- and community-based learning and research.) This is addressed through students getting hands on experience with program design and planning and leadership development. In addition, SEA encourages activities that benefit the community through service projects such as MLK Jr. day of service, Alternative Spring Break, clothing drives, awareness campaigns, etc.

Diversity: Enhance campus commitment to diversity and inclusiveness.

(Support success for a student body of increasing diversity in ethnicity, race, gender, age, sexual orientation, social class and disability.) Our office works from the foundations of social justice by providing enriching opportunities to all students through programming, trainings, workshops, IDEA Project, social justice programs, clubs, and supporting student initiatives.

Innovation: Support signature strengths in interdisciplinary scholarship and innovative teaching. (Support collaborative, interdisciplinary and cross-program initiatives.) SEA programming is just as much about the education of students as is faculty-led coursework. Our programs give students the hands-on application of theory that many of them are learning in their coursework. In addition, students learn about leadership, program design and evaluation, and topics related to diversity, health and wellness, and citizenship and social responsibility.
Sustainability: Develop environmental and human sustainability as a signature initiative.

(Value the development of sustainable and healthy human communities.) Our department provides student training that encourages the development of events and programs that have minimal impact to the environment while promoting sustainable practices. Examples of this include ensuring that we use compostable and recyclable products at events; recycling equipment supplies, and paper; and creating programs that provide awareness of one’s environmental impact.

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.

SEA Mission: Students are the center of our work. We actively make space for students to create their own profound experiences and to share their stories. By building genuine relationships and supporting diverse programs, we create a community together where the best student experience is possible.

Student Engagement & Activities (SEA) oversees numerous SAF funded student groups and has managed more $1.3 million in SAF allocations during 2014-2015 academic year. Each professional staff member with the department has direct advising responsibilities to specific student organizations in addition to administrative and supervision responsibilities.

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.
Student Engagement & Activities has increased program offerings and services to help meet the needs and demands of our diverse student population. Our staff works with all SAF funded groups to support their requests in addition to supervising and advising an average of 40-50 student employee. During 2014-2015 the department supported about 248 events and programs (specific club events are not accounted for in this number) with more than 14,700 attendees. All services and programs are open to the entire UW Bothell student body and SEA conducts outreach and marketing to gain new participation. All currently enrolled students have access to these services and programs.

**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.

We highly value assessment of the development of both our student leaders and those who attend or participate in our programs. In addition to numerical quantitative data (number of attendees, number of participants, etc.), we also gather qualitative data in the form of pre- and post-evaluations for student programs to determine if and how the learning outcomes have been met, as well as yearlong goal-setting and personal inventory for student staff. Additionally, staff members assess the progress of student leaders learning through regular meetings, reflection, academic follow up, and skills development. Annual reporting takes place in the form of event highlights, numbers, attendees, and goal achievement.

**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.

<table>
<thead>
<tr>
<th>Professional Staff Salaries</th>
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<tbody>
<tr>
<td>Assistant Director - SEA Leadership &amp; Programming (1) $56,664.00 (Current)</td>
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<tr>
<td>Assistant Director - SEA Social Justice &amp; Inclusion (1) $55,088.00 (Current/partial increase of funds)</td>
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<tr>
<td>Program Manager- Student Organizations &amp; Volunteer (1) $46,968.00 (Current)</td>
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<tr>
<td>Program Manager- Student Social Justice Programs (1) $46,500.00 (Current)</td>
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<tr>
<td>Part-Time Program Assistant for Leadership Programs (1) $19,000.00 (Current)</td>
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</tbody>
</table>
Part-Time Program Assistant for Social Justice Programs (1) $19,000.00 (Current)

Merit Raise 3% increases ProStaff $6,154.20

Student Wages

ULC Conference Co-Chairs (2) $14,976.00

Project Assistants (3) $39,312.00

ASUWB Student Assistant/PA (1) $13,104.00

Summer Programmers (4) $7,800.00

Salaries Total: 324,486.20

Benefits Total: 85,724.83

Programming/Events

Describe the funds you are requesting in detail below, including: costs relating to security, honorarium, hospitality, and contracted costs, etc. Put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

The events/programming budget cover currently offered leadership and SEA programs and potential partnerships. Campus co-sponsorships, tabling, faculty partnerships, Involvement fairs, Leadership Programs (Professional Leadership Certificate, Leadership Recognition, Universal Leadership Conference, etc), MLK Jr. Day of Service partnership, recognitions & Awards, Welcome Week Programming, Women in Leadership, etc. We request this budget be inclusive of food, security, rentals, and other costs associated with hosting events.

$33,500.00

Facilities Rentals/Set-Ups
Describe the funds you are requesting in detail below including: facilities rentals/set-ups, custodial fees and clean up. Put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

This helps to cover the needs for large events, set-ups, special projects, moves, Mobius Hall rentals, extra cleanings, etc.

$3,000.00

Printing & Photocopying
Describe the funds you are requesting in detail below. Put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

We ask this be included in office supplies.

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.

Marketing Items for Promotion $5,500.00
Supplies/printing/Large plotter/Large Laminator/ IDEA/ Reflection/ILO $15,000.00
Business Cards/ name tags $1,300.00
Copier/Printer Charges $10,000.00

$31,800.00

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

We request food be included with programming cost and used based on approval of university food forms and office regulations.

**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.

We request this be included in programming dollars, as these are part of planning and implementing programs and events.

**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.

This number is based on motor pool needs for travel to off-site events, meetings, programs, etc. Staff members often have required travel to meetings at UW Seattle, UW Tacoma and other local colleges and universities. Additionally, this includes ground travel to sites for programs such as Student Trainings, etc.

Professional Staff & student travel $2,500.

**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 the 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.

See other.

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/

Included in office supplies:

Telecom estimate: $1500.00

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.

Professional development dollars allow staff to stay informed with the leading associations for the advancement of health, and sustainability of the student affairs profession. Involvement in national associations and conference provides high-quality professional development, strong policy advocacy, and substantive research to inform practice; these opportunities help staff meet the diverse needs and invest in realizing the potential of all its members under the guiding principles of integrity, innovation, inclusion, and inquiry. As Student Affairs administrators, attendance at these conferences and other professional development opportunities will provide
opportunities to enhance personal knowledge of best practices, research, law, policy and social justice approaches to bring back to the University. These conferences are often different from annual conference with students (often funded differently as advisors are required to attend for follow up and student support) as they are geared toward high-level learning, networking and research for working professionals. Staff members are required to gain supervisor approval for relevance and learning associated with attending and/or presenting for national/regional conferences.

Funding for Leadership Conferences (students) $1,500.00
Advisors Professional Staff Development (shared among staff members $1500 x 7) $10,500.00
Advisors to travel with student $2,000.00
TOTAL: $14,000.00

Total Amount Requested*
List your total amount requested, using the total from the spreadsheet.
$504,340.00

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.