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
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<thead>
<tr>
<th><strong>SAF Annual Proposal Form</strong></th>
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<tbody>
<tr>
<td><strong>Proposing Group</strong>*</td>
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<td>(E.g. Career Center, Sustainability Club, Social Justice Organizers, etc.)</td>
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<tr>
<td>Health Promotion</td>
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<td><strong>Department/Organization</strong>*</td>
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<td>(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)</td>
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<td>Recreation and Wellness</td>
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<td><strong>Contact Person</strong>*</td>
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<td>This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.</td>
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<td>Sana Farooqi</td>
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<td><strong>Contact Email</strong>*</td>
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<td>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.</td>
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<td><a href="mailto:sfarooqi@uw.edu">sfarooqi@uw.edu</a></td>
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<td><strong>Contact Phone</strong>*</td>
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<td>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.</td>
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<td>(206)496-6408</td>
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<td><strong>Faculty/Staff Member</strong>*</td>
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<tr>
<td>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</td>
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and title (i.e. John Smith, Club Advisor) of that individual. This person will also be listed as the budget owner.

Julia Leavitt

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

leavij@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

Health Promotion provides students with access to information, resources, and programs that guide students towards reaching their optimal health and well-being. Throughout the past five years, the Health Educators Reaching Out (HEROs) have developed into a self-sustaining collective of certified peer health educators and student programmers. Some of their most successful events have been Mocktails, poster campaigns on sexual health and consent, Drag Brunch, Body Acceptance Art Gala, Domestic Violence Awareness Month, Paint Your Stress Away, Finals Stretch Week, and Happy Hour with the HEROs.

The HEROs have become more focused and solidified in their direction because they have taken up individual roles and topics to specialize in. This has helped to make sure that each HERO can better serve the needs of the student body in terms of focusing on the 6 areas of health that are most pertinent to UW Bothell students. With this new strategic direction, HEROs have now been able to create weekly tabling events, leading to greater visibility and influence on campus as compared to the previous year. There has also been increased participation in our programs because of our new direction.

Our programs most directly address the following areas within the 21st century campus Initiatives:
Growth: Serve the citizens of Washington by providing increased access to a premier university education- Health Promotion has expanded out of Recreation & Wellness to support the HEROs, Student Health 101, and other cross campus collaborations to serve the UW Bothell student body. In doing so, Health Promotion has provided more accessible opportunities for students to participate in. Moreover, the HEROs have contributed to the growth of the campus by helping to bring life to the new ARC building.

Resourcefulness: Build institutional sustainability through sound, creative use of financial and human resources- By adding HEROs and Student Health 101 to Health Promotion we are increasing the amount of health and wellness programming; while saving on salary. This is a strategic use of financial and human resources to best utilize student dollars. One example is the use of the Student Health 101 subscription, which increases our use of online platforms to engage students in health promotion activities, especially to reach commuter students more effectively.

Student-centered: Enhance student services to support academic success and enrich student life- Along with the academic education students receive at the university, the HEROs work as a part of Student Affairs in order to complement what students learn in a classroom with relevant health information about how to be successful and live healthy lives as students. One example of this are our various stress management programs such as Paint Your Stress Away which taught students about a stress reduction technique. Events, such as this one, that deal with providing healthy coping strategies are strategically planned during times of high stress such as the week before finals. Along with this student-centered programming, our HERO specializations allow us to promote holistic student development.

Community: Deepen and broaden community engagement and research - HEROs collaborate with different programming boards in order to create more well-rounded programs for the student body. The HEROs hope to create more programs in the future that reference the 3C's Framework and collaborate with different groups in Student Affairs, Academic Affairs, and organizations outside of the UW Bothell campus. One example of a cross-disciplinary initiative that the HEROs are involved in is a collaboration with a student group called Achieving Community Transformation (ACT) from Academic Affairs and with an off-campus organization called WithinReach. Through this collaboration, we will be helping to provide access to affordable resources, such as healthcare and basic food, to students on our
campus. Another example of our community engagement is with the showing of the video "The Hunting Ground," where HEROs collaborated with Counseling, Conduct, and Student Engagement and Activities to create an event for students to talk about sexual assault on campus.

*Diversity: Enhance campus commitment to diversity and inclusiveness*- Health Promotion creates new programs that tailor to the needs of the increasing diversity of the student body demographics. With our new direction on Global Health initiatives, the HEROs create programs that increase cultural awareness and inform students about health practices from different cultures. One example of this is our upcoming Tai Chi Workshop, where students will learn about the history of Tai Chi and beginner Tai Chi moves, and be exposed to a wellness practice from a different culture.

*Inovation: Support signature strengths in interdisciplinary scholarship and innovative teaching*- Health Promotion has delved into creating new outreach strategies in order to broaden our reach and use innovative teaching methods to attract more students. For example, HEROs have turned to online health promotion programming to reach commuter students and increase accessibility of health information to the student body. Another example of our innovative teaching methods is the use of coffee sleeves, for hot drinks, to display health information. Another example, is our use of Snapchat Stories to build community and provide space for learning about health from one another. Through methods such as these, Health Promotion uses innovative community outreach techniques in order to reach different groups of students.

*Sustainability: Develop environmental and human sustainability as a signature initiative*- The HEROs seek to develop sustainable practices for students who attend our programs so that they can be exposed to educational information about how to make long-term healthy lifestyle choices. One example of this is our Hydration Station tabling event, where we passed out free water bottles, in order to give students a tool to maintain the habit of constant hydration. Another example is the $5 Meal Challenge event where students practiced how to create healthy and affordable meals. These examples display the long-term practices that students are able to learn and develop by attending HERO events.

SAF awarded us funding for 6 HEROs during the 2015-16 school year, and we plan to keep the same number of HEROs this year. We plan to hire 6 HEROs for 2016-17 to specialize and focus on 6 areas of health and wellness that are most relevant to students on the UW Bothell campus. The intention of the following areas is
representative of data from the American College Health Association-National College Health Assessment (ACHA-NCHA) and of data about the UW Bothell campus. We used the UW Bothell demographic data because we believe that our campus is unique in terms of the makeup of the study body as compared to the demographic data of campuses that are included in the NCHA assessments.

We ask for an increase in our programming dollars for the 2016-17 school year, so that we have funding to put on more health promotion initiatives that were not visible in the past year. The HEROs have been able to achieve a greater focus on programming and creating more programs because of their specializations. Due to these changes, we will require more funding to create innovative programming in the next year to meet students' needs.

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 BACCHUS Network: a higher education organization promoting health and safety initiatives through peer education, explains that student leaders like the HEROs have a campus wide impact that is greater than that of a professional health educator. Research shows that peer health educators play a key role in promoting healthy behaviors in areas such as alcohol and drug use, and nutrition. (White, Park, Israel, & Cordero, 2009; Sloan & Zimmer, 1993). Students are more receptive to peer educators because there is a foundation of trust and support, and no hierarchy of authority.

This year students wanted more programming on cultural diversity and health, stress/anxiety, nutrition, school/work balance, access to a variety of wellness opportunities, and sleeping habits. Health Promotion is working to address those needs with their current funding. In addition to student feedback, Health Promotion always look to the ACHA-NCHA to inform their events because it represents trends from colleges and universities across the nation. This data helps to inform our programming so that we are addressing the most pressing health concerns for college
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.

We estimate that nearly all of the student body benefit from our programs, or are at least exposed to our educational material. Every first-year student is introduced to the HEROs during “Happy Hour with the HEROs” and “UW Basics”. All transfer and first-year students are exposed to Health Promotion through “What Can You Do?: Bystander Intervention”. We also realize that not all students show up to our programs, so we are intentional about making poster campaigns and doing passive programming that students can still benefit from. Additionally, we use the quarterly academic enrollment headcounts to make sure we are planning programs during time blocks in which large portions of the student body are present on campus. These tools help us to ensure that our outreach is effective.

Here are a few examples of programs we have been a part of this year:
Masquerade Ball: over 1,000 attendees learned about consent communication.
Body Acceptance Art Gala: 250 students used art as activism to build a culture of positive body image. Welcome Week: 400 students learned about hydration and sleep. Paint Your Stress Away: 20 students. Drag Brunch: 200 students practiced gender expression affirmation and identified LGBTQ student support on campus.

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.

As a part of the Recreation & Wellness department, Health Promotion assesses programs by the number of participants in each event. We will continue to record how many participants attend every event using tally counters. In an effort to stay up-to-date with the wants and needs of students, Health Promotion will implement post
event evaluation/assessment surveys for participants to fill out. This will help us understand what techniques students are learning from, as well as their needs for future programs. In addition, Recreation & Wellness tracks interactions on social media such as “likes,” “views,” and “comments” to observe how effectively our online strategies are reaching students.

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.

Positions: 6  
Position Titles: Health Educators Reaching Out (6)  
Hours Per Week: 12 (40 hours a week during 2-week summer training)  
Salary/Wages: $51,090 (without benefits)  

Total Salary Request: $60,695

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.

Health Promotion is asking for a lump sum of $20,000 towards programming that will go towards HERO and Student Health 101 initiatives. We ask for a lump sum because our programs change every year based on student needs. Below you will find some examples of programs for the current school year, 2015-16:

Hydration Station: $520  
Sleep Event: $180  
Domestic Violence Awareness: $15  
Breast Cancer Awareness: $30  
World AIDS Day: $75  
$5 Meal Challenge: $330  
Paint Your Stress Away: $100  
Fight the Flu: $300  
Hunting Ground: $200
Build Your Own Trail Mix Event: $100  
Paint Your Own Hummingbird Feeder: $100  
Fall Finals Stretch Week: $230  
Massage Therapists: $300  
Spooktacular: $100  
Drag Brunch: $2,000  
Body Acceptance Art Gala: $5,000  
Nutritional Lunch: $200  
#Love Your Selfie: $500  
Learn Tai Chi: $200  
Arabic Art & Calligraphy Workshop: $500  
Glow Dance: $500  
Spring Fest: $600  
Shop Smart and Healthy: $300  
New Years' Health Goals: $0  
Laci Green: Taking Down Rape Culture: $3,000  
De-Myth: Organic vs. Regular Produce: $100  
Affirmation Fortune Cookies: $80  
De-Stress with Dogs: $0  
Tea Time/ Yerba Mate: $100  
Family Health History: $0  
$4 Meal Challenge: $330  
Health Care tabling: $0  
Wednesday Hump Day: Safe Sex Packs: $200  
BMI de-myth event: $20  

Total Programming Request: $20,000

**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.

Included in Programming Cost

**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.

N/A (This will be accounted for in the Department of Recreation and Wellness fund)
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 (This will be accounted for in the Department of Recreation and Wellness fund request)

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.

Included in Programming Cost

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 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.
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/

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: CPE Training and BACCHUS Annual Conference (which includes travel fees, lodging, per diem meals) = $10,800.00

Training/Certification: Summer training materials and BACCHUS Annual Membership = $1,243.00

$3,000 for the Student Health 101 Magazine subscription

Total Request: 15,043

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

$95,738

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.