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 Social Justice Programs of 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.  
Leah Shelton

**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.  
seltonl@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.  
425-352-3735

**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.  
Leah Shelton
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

This request is to fund Student Engagement & Activities’ student diversity and social justice programs, including two student programming groups, Social Justice Organizers and Intercultural Coordinators, and their associated events, programs, supplies, and travel needs. We are responsible for developing and implemented over 65 unique student-driven events each academic year, which represent nearly 3,600 direct student interactions. As UW Bothell is the most ethnically diverse campus in the state of Washington and one of the most diverse universities in the nation, students are clearly demanding identity-related programs on our campus, and diversity and social justice are core values of our university. SEA is committed to creating an inclusive campus climate and culture that celebrates diversity, promotes equity, and enriches student life. Our staff works at the intersection of social justice and leadership development to offer robust programming for long-term impact. This request to help underwrite such programming aligns directly with the 21st Century Campus Initiatives of diversity: “to enhance campus commitment to diversity and inclusiveness” and student centered-word: “to enhance student services to support academic success and enrich student life.”

SEA offers innovative social justice programs for students to connect, learn and grow, build community, and support those of all backgrounds and identities. These transformational opportunities empower students to lead change on campus and beyond. While the social justice programming operated out of Student Engagement and Activities is much more than the sum of its parts, it’s worth outlining our individual programs here.

SEA SOCIAL JUSTICE PROGRAMS

Social Justice Organizers: Social Justice Organizers (SJO) are five student leaders dedicated to fostering a socially just community that challenges social norms and systems of oppression. They create and implement events, programs, and workshops to raise consciousness and effect positive change. SJO uses an intersectional approach to diversity work and programs that encompasses all aspects of race, gender, class, ability status, age, sexual orientation, and multi-dimensional identities. In just their first quarter last year, SJO created the University of Washington Bothell’s first Indigenous Peoples’ Day celebration, presented a day-long
Undocumented Advocacy workshop, and hosted educational heritage month programs, Dine-and-Dialogue series on emergent news items, poetry workshops, and much more. SJOs also collaborate closely with diversity and equity programs and clubs across campus; faculty, staff, and students are increasingly asking to partner with SJO, and they are excited by its growth potential.

**Intercultural Coordinators:** Intercultural Coordinators are current international and domestic students who offer opportunities for all students to share experiences across different cultures and social groups. Historically a campus group committed to the support of international students, ICC has broadened their reach this year to strengthen cross-cultural communication and engagement, foster student connection across immigration statuses, and create events and programs that honor the diverse cultures of all UWB students. They offer a variety of events and activities including global showcases, field trips to local cultural institutions and events, a biweekly Global Sessions series co-sponsored with different cultural groups on campus, and various discussions and study breaks.

**Facilitations, Dialogues & Trainings:** Discussions on diversity facilitated by students and staff offer the entire campus community an opportunity to deeply engage in discussion on themes including race, gender, class, power, privilege, systems, and intersectionality. We present quarterly Undocumented Advocacy Workshops, quarterly Allyship is an Action LGBTQIA+ Advocacy workshops, monthly topical Dine-n-Dialogue workshops, responsive Share It Weekly sessions, and bi-weekly Global Sessions covering an expansive range of topics and issues relevant to our students lived experiences. The space and time devoted to these topics create a safer, more inclusive campus environment for all.

**IDEA Retreat/Cross Cultural Engagement Retreat:** The purpose of the annual Cross Cultural Engagement Retreat (also known as the IDEA Retreat) is an off-site three-day retreat that provides students with the opportunity to deeply engage in conversations and work around cultural differences. Led by the Social Justice Organizers, students create and participate in an atmosphere for open dialogue and personal storytelling on culture and identity; listen and reflect on diverse beliefs, values, attitudes, behaviors, and emotions for the purpose self-awareness and community building; develop a deeper understanding of and respect for ourselves and others; and become more aware of their impact in the UWB/CC community. This tremendously popular retreat fills all available spots immediately each year.

**IDEA Project:** Housed in UW1-161, an academic building with the most foot traffic on campus, the IDEA Project opened as a direct response to students articulating a need for gathering space on campus; it is a place for students to meet and to design and coordinate events, projects, programs, and to collaborate on initiatives for student expression and voice. It also serves as a lending library, event space, work space for student intercultural and social justice groups, and is reserveable for all students and student groups for meetings and events. (Please note: associated costs for operations of this space is housed in the general SEA budget.)
**ARC 120:** Launching in Winter 2016, this shared space in the ARC will serve as a social justice resource center for Cascadia and UW Bothell students to connect to local social justice, diversity, and support resources. ARC 120 will provide information, referrals, advocacy workshops, coordination, and support for social justice-related events, activities, initiatives, and discussions. The space also offers students drop-in support, access to computers, a lending library, and binders with campus and community resources. (Please note: associated cost for operations of this space is housed in the general SEA budget.)

**Reflection Room:** The Reflection Room in UW1-007 is a quiet, private space for the campus community to meditate, reflect, and pray as needed. It is an open-use space with no reservation needed. (Please note: associated cost for operations of this newer, larger space is housed in the general SEA budget.)

**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.

**Student Engagement and Activities** is committed to student leadership and responsive to all students’ needs. Studies show that student-centered diversity programs directly contribute to enhanced recruitment, retention, and satisfaction of historically underrepresented student groups on university campuses, as well as improving campus climate for the entire community. These kinds of programs and services are especially crucial at UW Bothell considering the diverse makeup of our student population. Student feedback consistently demonstrates that the work of SEA enhances the student experience on our campus, contributing to a safer, more inclusive, and welcoming campus culture for all. Our staff consistently “meet students where they’re at” – honoring the many experiences and talents of our diverse student population. We take a student-led approach to social justice programming with students directing events that help their peers better understand themselves and each other, and create a welcoming environment of inclusion, allyship, and community. Students have expressed a strong need for more diversity programming and student-centered spaces at UW Bothell. Our programs have a proven track record for cultivating leadership on campus and providing space and mentorship to students of all backgrounds, identities, and levels of engagement on campus. (Will present data at SAF hearing.)

**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.

In 2014-2015, SEA social justice programs represented nearly 3,600 student interactions. Throughout the year we held 62 unique events, which included an Arts, Healing, and Ferguson workshop; an evening with political activist Kevin Powell; a panel on Food, Rhymes, and Resistance; a monthly lunchtime “Dine-n-Dialogues” series; and various film screenings, performances, and trainings. Passive contact through educational displays during this same time led to an additional 4,000 points of contact. As mentioned, the IDEA Project space itself also serves as the meeting and event location for many student groups including: Achieving Community Transformation, Black Student Union, Christian Student Union, Community Psychology Club, Diverse Student Union, Gender Equity Club, Japanese Student Association, Latinx Student Union, Pride Alliance, and Student Veterans Association.

This year, we had direct contact with 1,500 students in fall quarter 2015 alone; we held a fall quarter kickoff in IDEA Project that drew approximately 120 students; an Indigenous Peoples’ Day event that brought together over 200 students for an Aztec ceremony and lesson on indigenous ways of knowing; supported a student-led demonstration against Islamophobia; marked the return of Northwest salmon to their birth-waters with a field trip that celebrated our local history, culture and ethnic diversity; presented our Undocumented Advocacy workshops quarterly and at two regional conferences; and resumed our monthly Dine-n-Dialogue lunchtime discussion series that focused on challenging cultural appropriation during Halloween, the true history of Thanksgiving, honoring students’ immigration stories, and the intersections of racism and sexism. We also launched a new LGBTQIA+ advocacy workshop for students, staff, and faculty. Since moving into the ARC and hosting events in the new second floor space, we reach an even larger student demographic. We anticipate that SEA social justice programs in 2015-2016 will total at least 5,000.

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 are committed to offering student-centered and student-led programming and embed assessment into all of our programs to best determine student needs. In addition to compiling ongoing quantitative data (number of attendees, number of participants, etc.), we gather qualitative data in the form of pre- and post-evaluations for programs to determine if and how learning outcomes have been met, as well as yearlong goal-setting and personal inventory for student staff. Student staff develop learning outcomes for all programs, which is measured through surveys in various formats. As our programs grow, we intentionally implement more and varied formalized assessment methods.

Our programming utilizes cutting-edge approaches to social justice education. Our staff stays current on best practices in the field by participating in numerous conferences, workshops, and
professional development opportunities. Additionally, we are privileged to work closely with the University of Washington Bothell's School of Educational Studies – a national leader in critical education theory and teaching for social justice – and leverage their expertise when developing programs and engaging stakeholders. Finally, as we have increased our services to and advocate with undocumented students, we have needed to educate ourselves on complicated immigration policies. We have subsequently become unofficial campus experts on policies that affect undocumented students – and more generally on how best to serve students of diverse backgrounds. SEA is committed to broadening this knowledge in the field and regularly presents our findings at “train the trainer” workshops and conferences on campus and beyond. As one UWB instructor remarked in our assessment data, “At the risk of repeating myself, I am so thankful for the training last month which allowed me to respond far more substantively and (I hope) helpfully [to a student] than I would otherwise have been able to do.”

Additionally, our work on IDEA Project was recently recognized by the American College Personnel Association, which awarded us the 2015 Voices of Inclusion Medallion for Exemplary Programs. This evaluation from an external international organization demonstrates the outstanding nature of our work on student programs that foster a welcoming and inclusive campus environment for all.

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.

*In keeping with the City of Seattle’s $15 minimum wage, we have calculated the below wages with a proposed increase to $15 per hour beginning January 1, 2017. Wages will remain at their current $13 for the remainder of the 2016 fiscal year. We are also requesting one additional Intercultural Coordinator student staff member, an increase of one student staff overall for this request.

Social Justice Organizers (5 students x 16 hrs per week x 48 weeks x wage above + 18.8% benefits): $63,867.00
Intercultural Coordinators (4 students x 14 hrs per week x 48 weeks x wage above + 18.8% benefits): $44,707.00

Total Salaries/Wages: $108,574

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.

This is a lump sum for all Social Justice Organizer and Intercultural Coordinator programs and events across four academic quarters, as well as annual diversity and social justice events such as the Cross-Cultural Engagement Retreat and Intercultural Night (as detailed above.) Programming funds may be used for any and all of the following: facility and technology rentals; cultural performers’ honoraria and travel; general office supplies; printing supplies for posters and training curriculum, etc.; marketing and promotional materials; and any other costs related to program planning and execution.

Total: $34,000

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 estimates above.

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.

Included in programming estimates above.

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.
Included in programming estimates above.

**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 estimates above.

**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.

Included in programming estimates above.

**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.
Included in programming estimates above.

**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](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.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,000</td>
<td>Annual Cross-Cultural Engagement/IDEA Retreat inclusive of travel, lodging, and meals for three days</td>
</tr>
<tr>
<td>$6,000</td>
<td>Social Justice Organizers travel to nationally-leading social justice conference (such as White Privilege Conference) inclusive of per diem, airfare, hotel, registration and fees</td>
</tr>
<tr>
<td>$5,000</td>
<td>Intercultural Coordinators travel to national conference (same as SJO)</td>
</tr>
<tr>
<td>$4,000</td>
<td>Advisor chaperone travel</td>
</tr>
</tbody>
</table>

**Total meals and lodging:** $21,000

**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.

Included in programming estimates.

**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.

$3,000: Student staff training costs, fall and mid-year

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

$166,574

**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](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.