

# 2014-2015 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday, November 12th, 2014

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:  
<http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, December 5th, 2014 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Friday, November 21st, 2014 to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Hunter Grayson, 2014-2015 SAF Chair, with any questions or comments at [SAFuwb@gmail.com](mailto:SAFuwb@gmail.com).

SUBMITTED BY  
Carolyn J Elliott  
ellioc2@uw.edu  
Nov 12, 2014, 01:07PM PST

## 2013-2014 SAF Contingency Proposal Form

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[Required] Proposing Group Collaboration with ASUWB and Health Educators Reaching Out

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Student Affairs

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Carolyn Elliott

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

[Required] Contact Email CElliott@uwb.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.  
\*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone (860)-884-2841

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

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

\*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.

ASUWB and the Health Educators Reaching Out (HEROs) are partnering to launch a pilot program of a farmer's market during Springfest 2015 as a one-time event. This event will act as a pilot to assess the potential of establishing a permanent market on campus. This market will be open to University of Washington Bothell students, staff and faculty as well as Cascadia College students, staff and faculty to ensure a strong market base while strengthening a sense of community between both institutions. This market will also expand the available food options on campus and provide education and support for UW Bothell's 21st Century Campus Initiatives: 1) there will be increased collaboration and partnership between the campuses of UW Bothell and Cascadia College; 2) there will be a strengthened sense of community between UW Bothell and surrounding businesses and local community members; 3) the market will promote sustainability by providing an environmentally-friendly method of food service through local food vendors; 4) the event is student-centered as it is responding to their need for greater diversity of food options on campus, and 5) the addition of a market to campus will complement the growth of UW Bothell's student community, especially with the new ARC building under construction. Overall, this farmer's market will be an innovative addition to the campus and provide not only more food options, but also strengthen community and appeal to the value of entrepreneurship.

**[Required] Need for this Program/Service**

In 200 words or less, please do the following:

--Describe the need for this program or service.

--If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).

A needs assessment survey administered to students via social media showed that out of 93 respondents, 95.7% selected that they would like to see a farmer's market on campus (3.23% for no and 1.08% for no opinion). Together, we have collaborated with Cascadia Student Government and we plan to administer this same survey to Cascadia students as well to assess their desire for a farmer's market. The projected number for actual attendance of the event will be much larger than the survey results since the market will be set along the Plaza, which is situated in a prominent location on campus for both UW Bothell and Cascadia students. The event will also occur during SpringFest, which traditionally is a well-attended program. There will also be a large amount of promotional marketing done by students prior to the event to ensure its success. This event will be open for all students, staff and faculty at both colleges so an estimation of attendance is hard to calculate at this time, but as the date draws closer, more surveys will better capture this information.

**[Required] Estimate number of students that will benefit from your proposed program/service**

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--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.

This program would benefit the entire campus community. Ideally, if this program were to be implemented long-term, we would have members of the community, such as farmers market vendors and other local community members benefiting as well. Strategic marketing and promotion of this program done through ASUWB and Recreation and Wellness will also ensure increased attendance. A head count will be assessed at the actual market to direct further efforts, as well as a sign-up sheet for students to be involved with future efforts.

**Additional Information**

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Some expenses such as canopy, banner will be a one-time expense, and will not be a reoccurring cost if the farmers market implemented permanently. Further research efforts to gain technical expertise and network with other market managers and vendors may occur through attendance of the Washington State Farmer's Market Association Annual Conference as a weekend workshop (February 6-8, 2015) in Olympia, WA. Request for funding of this conference will occur separately, but it is worth noting here that there is a plan to attend this conference and gain further knowledge in farmers market planning and implementation. The skills acquired through the Washington State Farmer's Market Association will be applied to planning of this program and continued collaboration with this organization will provide needed expertise and guidance through the process.

Please see document attached in the email for further breakdown of survey results (described above) and fee table from Environmental Health Services of King County for Temporary Food and Farmers Market Fees.

**Salary/Wages**      Not applicable

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

**Benefits**      Not applicable

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box.

**Programming/Events**

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box.

- \$500 for 300 tote bags to be given to the first 300 students at event that will include ASUWB and HERO logos for promotional purposes.
- \$300 for a canopy to serve as an information center for students and a hub for the rest of the market

**Total: \$800**

**Facilities Rentals/Set-Ups**

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. North Creek Events Center costs \$350 and up per event.

Please put total dollar amount of facilities in the bottom of this box.

- \$250 in the event of damages that may occur to the facilities during the market.

Total: \$250

We don't foresee any regular facilities cost due to the restructuring of space reservations on campus. This will be reassessed on a more permanent basis if there is a reoccurring farmer's market implemented on campus.

#### Printing & Photocopying

Describe the funds you are requesting in detail below.  
Please put total dollar amount of printing/photocopying in the bottom of this box.

#### Printing and Photocopying:

- \$200 for a banner to use at market above the Welcome Booth
- \$100 for photocopying and posters to use for promotional efforts prior to the start of the market.

Total: \$300

Office Supplies      Not applicable

Describe the funds you are requesting in detail below.  
Please put total dollar amount of office supplies in the bottom of this box.

Food/Refreshments      Not applicable - vendors will be providing the food and other products

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.  
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

#### Equipment Rentals/Purchase

Describe the funds you are requesting in detail below.  
Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

- \$200 for proper waste disposal from UW Bothell facilities (i.e. garbage cans, recycling bins, etc.)
- \$50 for extension cords and other needed electrical equipment

Total: \$250

\*We plan to use tables through the Office of Events and Conference Services to set up the market.

#### Other

Please include any other expenses that don't fall under any of the above categories in detail.  
Please put total dollar amount of other in the bottom of this box.

We have been in discussions with Environmental Health and Safety from the University of Washington and the Office and UW Bothell Housing and Food Services to look at temporary food and farmer's market fees. They are reflected below:

- \$400 for the 2015 fee for a temporary market/food permit license from the UW's Environmental Health Services
- \$300 for insurance and liability coverage
- \$402 fee for farmers market fee from King County Office of Public Health

Total: \$1,102

[Required] Total Amount Requested      \$2,702

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error.  
Round your final total up to the nearest dollar.

[Required] Terms and Conditions       I Agree

--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 requested amounts listed above.

--I understand that hearings will be held between 8:00am-12:00pm on Friday, November 29th, 2013 and someone from my group will be available to attend a brief hearing scheduled during that time frame.

Transportation      Not applicable

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation).  
Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel      Not applicable

Describe the funds you are requesting in detail below.  
Please put total dollar amount of meals and lodging in the bottom of this box.

Telecommunications

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put total dollar amount of telecommunications in the bottom of this box.

[Required] How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

Survey information collected at the market through a sign-up sheet - will be administered within a week after the market. Surveys will be done within the community too. Follow-up efforts to create a reoccurring permanent market on campus will work on a contextual basis depending on the success and results of this initial pilot program.