

SAF Contingency Proposal Form 2016-2017

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Results for: TREADO, JENNIFER R

Submission date: 10/31/2016 11:08 AM

Total time: 4 days, 24 minutes, 2 seconds

Question	Response
<p><i>Question:</i> Proposing Group: (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Select IAS Cultural Studies Faculty
<p><i>Question:</i> Department/Organization: (i.e. FYPP, Student Affairs, Student Clubs & Organizations, etc.)</p>	IAS
<p><i>Question:</i> 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.</p>	Jenn Treado
<p><i>Question:</i> 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. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.</p>	treadojr@gmail.com
<p><i>Question:</i> Contact Phone: Please 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.</p>	512-521-6950
<p><i>Question:</i> Budget Owner/Faculty or Staff Member: This person is a faculty or staff member who will be fiscally responsible for the SAF allocation. Please consult with this person before listing their name.</p>	Kate Osmond
<p><i>Question:</i> Budget Owner/Faculty or Staff Email:</p>	kosmond@uw.edu
<p><i>Question:</i> 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.</p>	We are requesting funding to support a series of sensitivity training workshops that will be held three times during the winter quarter on Tuesdays from 4-5:30pm. The workshops will be offered to graduate students in the School of Interdisciplinary Arts and Sciences. Each workshop will have a theme that involves guest speakers and campus resources, activities, some small writing assignments, and the space for creative production as well. Food will be provided to students that attend each workshop, as well as a "notebook" full of resources, activities, notes, and important readings/ vocabulary. Potential themes are Identity and Representation, Microaggressions and How to Disrupt/Address them, Communicating Across Difference, etc..
<p><i>Question:</i> 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).</p>	There is a need amongst graduate students of the School of IAS to establish a foundation for which they are able to cross-program collaborate and communicate. Further, this series of workshops will help establish and affirm an IAS culture of inclusivity, interdisciplinary study, respect, and cross-program collaboration. Last academic year, the enrollment of graduate students reflected a 16.67% of minority students enrolled and this academic year that percentage has increased, averaging around 26% minority presence since 2007. It is incredibly important that these students feel welcome in the IAS graduate programs as well as have the resources to succeed on campus. Additionally, it is equally if not more important, that the majority of students who do not identify as a minoritized or marginalized, have space and take time to ensure they are working to create such a culture and environment that is welcoming and supportive of all students.
<p><i>Question:</i> Estimate the 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.</p>	The benefits of the proposed program for students include access and awareness of resources, the potential for academic credit, opportunities for networking and collaboration among the three IAS graduate programs, development of communication skills to work among varied groups, and professional development. There is an estimated 120 enrolled students across the MFA, MAPS, and MACS

* Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.	programs. As this would be a new event, we are estimating attendance of 30 per each workshop (there will be a total of 3 across the quarter).
<i>Question:</i> Additional Information: If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)	N/A
<i>Question:</i> Salary/Wages: Describe the funds you are requesting in detail below. Please put total dollar amount of salary/wages in the bottom of this box.	N/A
<i>Question:</i> Benefits: 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.	N/A
<i>Question:</i> 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.	No response
<i>Question:</i> 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.	N/A
<i>Question:</i> 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.	\$150.00
<i>Question:</i> Office Supplies: Describe the funds you are requesting in detail below. Please put total dollar amount of office supplies in the bottom of this box.	N/A
<i>Question:</i> Food/Refreshments: 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: https://www.uwb.edu/getattachment/admin/services/fuac/facilities-request/food-approval-form-and-cover.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 food/refreshments in the bottom of this box.	\$420.00
<i>Question:</i> 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.	N/A
<i>Question:</i> Transportation: 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.	N/A
<i>Question:</i> Meals and Lodging for Travel: Describe the funds you are requesting in detail below. Please 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/content/104877 Please note that hotel bookings are typically done through the University. Please put total dollar amount of meals and lodging in the bottom of this box.	N/A
<i>Question:</i> 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.	N/A
<i>Question:</i> 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.	Paper supplies for food (plates, cups, utensils, etc): \$30.00
<i>Question:</i> Total Amount Requested: 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.	\$600.00

Question:

Terms and Conditions: * 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-11:00am on Friday, November 18th, 2016 and someone from my group will be available to attend a brief hearing scheduled during that time frame.

I Agree

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Questions or comments?
Contact us or email catalysthelp@uw.edu