

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.

SUBMITTED BY

Sarah Kish
skish@uwb.edu
Nov 12, 2014, 03:45PM PST

2013-2014 SAF Contingency Proposal Form

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[Required] Proposing Group OWL (Outdoors Wellness Leaders)

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

[Required] Department/Organization Student Affairs: Recreation and Wellness

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

[Required] Contact Person Sarah Kish

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 SKish@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 4253525266

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.

We are looking for a professional company to go through and assess our program through an audit in regards to risk management and making sure we start out our program with a complete knowledge of what resources we are starting out with and what we need to change to improve our program for the future. This audit will help us with future events and give our program the security it needs to be more aware of any risk management factors that may come up through our resources, events, etc.

(<http://www.athleticbusiness.com/contract-law/risk-management-audit-at-heart-of-collegiate-rope-climbing-lawsuit.html>) "In the sports and recreation industry, it is common to hire outside consultants to conduct risk management audits. Typically, these audits involve a site visit to inspect the facility, observe some of the activities or programs taking place in the facility, and interview members and employees of the organization. A review of the organization's policies, procedures and insurance coverage is also conducted. At the end of the visit, a written report — which usually includes a series of recommendations on how the organization can reduce its risks and legal exposure — is provided.

Since the main purpose of a risk management audit is to improve an organization's safety practices, it is clear that the organization conducting the audit owes the facility owners a legal duty to identify potential safety hazards. However, what the risk auditor owes the facility is less clear."

"First, as the court noted, although the duty is limited to only inspecting the risks that they were hired to discover, risk management auditors do have a legal duty of care to those using the facility or program. Second, since the main purpose of a risk management audit is to improve an organization's safety practices rather than to identify and document specific safety hazards, risk management auditors are not insurers against all risks, and their legal duty of care will depend on the risks that were actually targeted by his or her inspection."

Seattle University uses this professional company and told us that they are quoted around \$5,000 for the total process.

(<http://www.adventureanalytics.com/vision-mission-process/>) Adventure Analytics would assess and deliver information on risk management solutions addressing:

Management plans

Staff hiring, training and assessment

Emergency action plans

Suitability of participant preparation

Level and nature of risks encompassing program activities and environments

Adequacy of program equipment and use

Appropriateness of transportation plans including vehicles, drivers, and insurance

Field communication technology

Hazards presented by subcontractors

[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).

[http://www.gonzaga.edu/campus+resources/offices+and+services+A-Z/Finance-Office/Risk-](http://www.gonzaga.edu/campus+resources/offices+and+services+A-Z/Finance-Office/Risk-Management/files/GuidetoManagingRisksinWildernessEducation.pdf)

[Management/files/GuidetoManagingRisksinWildernessEducation.pdf](http://www.gonzaga.edu/campus+resources/offices+and+services+A-Z/Finance-Office/Risk-Management/files/GuidetoManagingRisksinWildernessEducation.pdf) (pg. 44) We not only want to, but need to be aware of any and every risk management issue that may pop up in our program since one of our number one priorities is to keep students safe. "Effective risk management should always include auditing of the program by an external reviewer. This allows the organization an opportunity to objectively affirm the successful aspects of their program as well as identifying and questioning components that can be improved." (<https://www.outdoored.com/articles/ecological-approach-internal-risk-management-audits>)

[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.

Our program is open to all students on campus and since we are striving to improve our program through this audit, it will impact all of the students on this campus on top of paving the way for future staff members that will help strengthen this program in the years to come. The improvements will predominately focus on risk management which every student that participates in our programs is affected by. We currently have nearly five thousand students (<http://www.bothell.washington.edu/news/press/2014/102814>) at this campus and even though we are a new program, we have already had a few hundred students impacted by our program through the events we have offered and the opportunity to receive more information to participate in all of our future events and opportunities! We truly believe in the education and growth of any and all students individual knowledge and experience in the outdoors; especially since we have so many opportunities in the Pacific Northwest!

Additional Information

No answer submitted.

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

Salary/Wages

N/A

Describe the funds you are requesting in detail below.

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

Benefits

N/A

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.

Program Auditing: approximately \$5,000 to pay an auditing company to go through and audit our program specifically in regards to risk management, but also evaluating our program from the beginning so that we have a strong foundation built for our program to move forward with as little problems as we can control. We can tailor the audit and have the company specifically focus on our forms and events. We could also have the company look at our resources and gear. However, we are able to tailor the entire process to our programs needs.

Facilities Rentals/Set-Ups N/A

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.

Printing & Photocopying N/A

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies N/A

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 N/A

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 N/A

Describe the funds you are requesting in detail below.

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

Other N/A

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.

[Required] 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.

\$5,000 approx. since we do not have an exact estimate rate tailored to our own program right now. This is the rate we were told by Seattle University since they use Adventure Analytics to audit their own program.

[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 N/A

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 N/A

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 N/A

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? N/A

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?