

# Results for SAF Contingency Proposal Form 2018-2019 (By Participant)

Results for: [Kazi, Lamiya Saba](#)

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<i>Question</i>	<i>Response</i>
<p><i>Question:</i> Proposing Group: (i.e. Career Services, Sustainability Club, Campus Events Board, IEE, etc.)</p>	<p>Women in Physics and Astronomy Club</p>
<p><i>Question:</i> Department/ Organization: (i.e. FYPP, Student Affairs, Recreation and Wellness, etc.)</p>	<p>Student Club</p>
<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>	<p>Lamiya Kazi</p>
<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>	<p>lamiyak@uw.edu</p>
<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>	<p>2069543449</p>
<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. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes. For student clubs, please coordinate with Student Engagement &amp; Activities and Club Council (uwclubs@uw.edu).</p>	<p>Joey Key</p>
<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 from students, all other requests must be made during the Annual Cycle. Typically budgets are available in February. Complex events may take up to 8 weeks to plan, so keep this in mind when proposing a contingency proposal for an event.</p>	<p>The Women in Physics and Astronomy club is addressing that women are an underrepresented group across all of STEM, and in physics in particular. With the small population of physics students on campus, we strive to create a welcoming environment that will encourage more to explore the field. Our ultimate goal is to create a physics community that equally represents all backgrounds.</p>
<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>	<p>The need for this program is to provide a safe space for all underrepresented groups specifically women to feel supported in the field of Physics. This club organization is able to provide this support through events, club collaboration, and outreach to faculty and other women in STEM.</p>
<p><i>Question:</i></p>	

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. \*Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

The total number of students that will benefit from participating WIPA events and club meetings will range between 45 - 80 participants

*Question:*

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

Additional information that is relevant to our request is that we plan to collaborate with Physics club, BWISE and other clubs on campus. We also plan to do visits to the Pacific Science center and other organizations as well.

*Question:*

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.

The type of funds we would like to request for are food for events and club meetings. Such as we would like to provide foods to students and everyone who attends our events and club meetings. We would also like request funds for transportations to do trips such as visiting the Pacific Science Center.

*Question:*

Facilities and equipment rentals/ Set-Ups: Describe the funds you are requesting in detail below. If you require facilities/equipment rental and assistance with set up, please indicate it here. Take into account custodial fees and clean up <https://www.uwb.edu/arc/events/reservation-policies>. Please put total dollar amount of facilities and equipment rental and any set up costs at the bottom of this box.

Facilities and equipment rentals will not apply for our events and club meetings.

*Question:*

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.

The type of funds we would request for printing and photocopying would either be for marketing and advertising. Such as we would need funds for either printing flyers, and creating buttons to give out to our members.

*Question:*

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.

The funds would also be used to purchase pens with the WIPA logo and we could provide it to our participants, including students and faculty on campus. We would also use the funds for WIPA notepads to also provide to other students and faculty on campus.

Total dollar amount of office supplies would be \$400

*Question:*

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/finance/food-approvals>. 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.

The WIPA members will be attending the CUWip conference and we want to provide food for all our attendees that will be attending the event. We plan to provide a dinner at the end.

We also would like to provide food for other events we will host on campus including club collaboration events.

Total: \$400

*Question:*

Promotional Items: Promotional Items are designed to promote any student organization, group, or funded project or service and are limited to a total value of \$800 per year unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation.

A few promotional items we would be interested to provide are either DIY creations made by the WIPA event. Or even provide buttons, t-shirts and pens.

*Question:*

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.

We do not plan to do equipment rentals as of right now.

*Question:*

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.

Being able to rent a UW Van to provide transportation for WIPA attendees. This money would either be used for airplane fees, and gas fees. The WIPA club plans to attend conferences either out of state such as the American Physics and Society in Denver and in Boston.

Total dollar amount: \$1,000

*Question:*

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: <https://www.gsa.gov/travel/plan-book/per-diem-rates> 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.

If we were to go out of state for American Physics and Society conferences we would like to get funding for meals especially meal plans to purchase from the conference. We also would like to provide money for attendees that will not be able to purchase food that is needed.

Total: \$200

*Question:*

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.

No other expenses.

*Question:*

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.

2000

*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 8:30AM-12:00PM on Friday, November 16th, 2018 and someone from my group will be available to attend a brief hearing scheduled during that time frame.

I agree

