

Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Associated Students of University Washington Bothell(ASUWB)-Updated

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Student Engagement and Activities

Q3. 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.

Brian Kieffer

Q4. 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.

asuwbtre@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Sam Al-Khoury : Director, Student Engagement & Activities and ASUWB Adviser

Q6. Budget owner email

- Please provide the email of the faculty or staff member you discussed your request with.

Q14. Proposal Information

Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

ASUWB seeks funding for payment of its student staff and elected members, consumable items to support campus events and elections, funds to support team training, and funds to support student travel to conferences.

Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

We the Associated Students of the University of Washington Bothell is the official representative voice for all students within the university. We exist to empower our student body through the following measures: Seeking to enhance the entire student experience by supporting and/or drafting a policy that promotes student interests, needs, and welfare. Serving as a liaison between the students and faculty, staff, and alumni. Diligently serving with integrity, honor, and enthusiasm while always aware of our university's proud tradition of academic excellence. We advocate for all of our constituents with respect to individual differences which may include but are not limited to age, cultural background, disability, ethnicity, family status, gender presentation, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status, and veteran status.

Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

Q10. What on your request is new or has changed?

ASUWB's proposal has six line items that were not funded last year. The Washington Student Association Fee(WSA), graduation stoles, student of the month awards, teacher of the year award, a separate student fixed fee for the president for over the summer, and a hired graphic designer.

Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

ASUWB will continue to act as the the official link between students and faculty. By continuing to focus funds on Community Collaborations and Consumables, the students will strengthen their connection to the UWB and Bothell community. ASUWB Leaders shadow ASUWB executive officers for mentorship purposes while gaining more experience with university bureaucracy and governing. Through ASUWB leaders, students gain interest in continuing processes set forth by previous executive teams while implementing their own policy and advocacy mechanisms. SAEF will also continue to support the student body at large, as students can continue to travel to conferences regardless of their financial position, and now with additional safety measures in place. Students who utilize SAEF will return with knowledge and experiences that they gained outside of their schooling. ASUWB hopes students return to the classroom, share their knowledge, and therefore enhancing the knowledge of the community too.

Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

Those that directly are impacted by ASUWB are those that respond to surveys about campus expansion, engage in our tabling awareness events, attend our town halls, apply to travel with SAEF, are involved with UWB Leaders, or feel represented by the ideas of the Legislative Liaison. This year was a year no one could predict, ASUWB tried their best to engage as many UWB students as possible. In our town halls, we would typically have 25-40 students come and participate. In these events, students would voice their opinions, ASUWB would take that information and then act on it. However, in last year's town halls we were able to engage on average a hundred students, collect data, and shape our initiatives around that information. On ASUWB's social we have over 700 followers and are constantly spreading awareness about events, food drives, the legislative agenda, and so on. This has been very successful this year so far. When we were taking feedback on what ASUWB should focus on for the legislative agenda, over a hundred students voted and expressed their ideas. The responses were great data to have and shaped our legislative agenda for the year. As I mentioned, this year has been a challenge with engaging students. However, we continue to hold events, post on our socials and create surveys to receive as much student feedback as possible. We predict once school is back in person we will see the involvement of hundreds of students once more.

Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

In ASUWB's proposal, we have 13 salaried positions(President, VP, five Directors, two senators, and four hired staff). The President and Vice President oversee ASUWB and ensure the team's motives and work are in line with ASUWB's mission statement. The five Directors are in charge of different departments such as government relations, student advocacy, outreach, marketing, and campus partnerships. Overall all these five positions are necessary to better the UWB community. Next, we have two senator positions that support student advocacy and campus partnerships. These are necessary as well because the two directors mentioned have a lot of work on their hands during the year and to successfully do their job they need additional support. Lastly, we have four hired staff positions parliamentarian, treasurer, legislative liaison, and graphic designer. These positions are crucial because they provide support for the whole team. The parliamentarian ensures the ASUWB team is following UW policy as well as ASUWB's constitution and bylaws. The treasurer manages ASUWB's budget and ensures the team is not overspending. The legislative liaison supports the director of government relations and helps organize and push UWB's student's legislative agenda. The graphic designer will support the director of marketing due to the high demand for marketing material the ASUWB team requests.

Q17.

Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

ASUWB is requesting funds to cover the expense such as ink, specific paper for posters and marketing, and other printing and photocopying supplies. Due to the pandemic, we have spent very little in this category because we have not had to use the printers or create physical marketing material. All of our marketing has been through social media. When campus reopens we expect to spend roughly \$330 a quarter on creating banners, pamphlets, and other prints to market ASUWB, events, and information.

Q20.

Office Supplies

- Note office supply expenses

We are requesting funds to cover typical office supplies(pens, paper, tape, staples, and etc.). We also need funds to cover expenses for ASUWB's supply tables. Supply tables are scattered around UWB and have essential supplies(pens, paper, pencils, stapler, tape, sticky notes, and a hole-puncher) for students to utilize free of charge. Last year ASUWB would typically spend about \$100-\$150 in office supplies a quarter. We expect that next year we are going to be back in person and will need funds to cover that average spending again.

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).
- Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this 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 ensure that you are in compliance with applicable health and safety and per diem rates for meals. The per diem rates are available at the following link: <http://finance.uw.edu/travel/meals#perdiem>

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

We are requesting funds for our legislative liaison housing. The legislative liaison becomes our primary contact in Olympia to administrate meetings, participate, and coordinate with our colleges. They have the option to receive funding to live there or travel to and from regularly.

Q26.

Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

We need funds for professional development, because team members may need to travel for a meeting, and so with this money, we will be able to reimburse them for their travel expense. We also need funds for the Student Academic Enhancement Fund(SAEF). This fund has been funded for many years now and this grant gives students the opportunity to experience professional events and conferences that develop their skills to succeed in the future.

Q28.

Promotional Items

- Are you requesting funds for promotional items?

- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

We are requesting funds in this category to help promote ASUWB. We use this fund to invest in ASUWB swag such as lanyards, pens, and notebooks to give to students.

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

We are requesting funds for student government elections and community collaborations. We need funds to hold an election committee as well as to cover the process for elections. These funds would be used to market the election with banners, events, and pamphlets. We want elections to be widely known at UWB so that we hear from students and we receive as many votes as possible. So that the next ASUWB representatives are chosen by the people of the community. We also need funds for community collaborations so we can team up with other clubs, groups, and the Bothell community to hold events. We use these funds to hold town halls, food drives, and other events that either support the community or gives ASUWB feedback on how to better the community.

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

We need funding for ASUWB quarterly training and for the Washington Student Association fee. ASUWB holds quarterly training to ensure each person is aligned with ASUWB's mission. The WSA fee provides specialized training for our Legislative Liaison that we cannot provide to be successful at advocating for our students in Olympia while creating a network of state schools for us to connect with. This allows us to voice student's opinions and what they want to change at the campus. We also need funding to cover the maintenance for Holly the Husky. We are wanting to revitalize the program and so that requires to fix the costume and order new clothing for it. Next, we need funds to purchase plaques for our student of the month and teacher of the year awards. These awards are given to students and a teacher who went above and beyond during the year and deserve to be recognized for their work. Lastly, we need funds for graduation stoles. ASUWB members work hard and deserve to earn a stole that will remind them of the hard work they put into UWB. For years, ASUWB has allocated funds from different line items to cover the expense of stoles. This expense does not come till late summer, resulting in the new Treasurer having to figure out how to cover the expense, and causing a different line item to be shorted. We are wanting to change that and have a separate graduation stoles line item to stop the problem from occurring.

Q32.

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$242,870

Q33.

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to safuwb@gmail.com by 5pm on January 7, 2020.