

Q15. Proposing Group Information

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

Student Engagement & Activities - Campus Events Board (CEB)

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

Student Engagement & Activities - Campus Events Board (CEB)

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.

Pauline Tolentino, Program Manager for Student Engagement & Activities; Olya Osmak, CEB Chair

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.

ptolent@uw.edu; uwb-ceb@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 of Student Engagement & Activities; Carla Christensen, Assistant of Student Engagement & Activities

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)

Campus Events Board (CEB) is the primary student-run programming board on campus. Supported by Student Engagement & Activities (SEA) staff and resources, we provide large-scale, high-impact programs and events for all students. CEB creates educational, inclusive, creative, and engaging student opportunities to enhance their UWB experience and sense of belonging. Examples include trivia, scavenger hunts, and weekly socials to build community; concerts with local artists to promote creative self-expression; virtual cooking tutorials to connect with campus resources; annual carnivals and festivals to celebrate our community; and events around current social issues including mass incarceration, queer identity, and domestic violence to offer experiences that connect directly to our students stories. CEB programs provide students with a form of campus involvement that is readily accessible, while covering different themes, topics, and inviting all identities, experiences, backgrounds, and abilities. This type of diverse and extensive engagement is essential because "involvement at University programs and events benefit students by not only giving them social and educational activities, but can assist them towards getting their degrees and developing on personal and professional levels" (Vale & Roat, 2015). CEB events are a significant part of students' college experience, creates community, and has direct educational outcomes and impact for them. Vale, D., & Roat, A.E. (2015). Programming for the new majority: Non-traditional students, *Campus Activities Programming*, 48(4), 32-36

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)

CEB helps students balance academics, work, and leisure time, share and learn about a variety of stories, experiences, and issues, and build connections with other students, the campus, and community (CAS Standards, 2015). Through CEB programs and events, students engage on and with the campus, gaining memorable UWB experiences and exploring diverse topics. We support SEA's goal of preparing students to engage in their communities and contribute to meaningful social change. CEB collaborates with campus organizations to create programs that empower students to create positive, social change. For example, CEB partnered with the SJOs in hosting Raymond Santana of the "Exonerated 5" to discuss mass incarceration and its impact. CEB also invited local nonprofits to share more resources and opportunities to take action with the 300+ program participants. CEB also frequently partners with faculty and Cascadia College's Events and Advocacy Board (EAB). During COVID, CEB created inventive engagement opportunities. Students were taking classes, but unable to be on campus, causing a sense of isolation and lack of connection. To address this, CEB started hosting a "Cooking with CEB", where we partnered with departments to do a live cooking show and open Q&A for students to learn more. Although this doesn't bring them to campus, it does connect them to different resources and members of the UWB community. Council for the Advancement of Standards in Higher Education. (2015). CAS professional standards for higher education. Council for the Advancement of Standards in Higher Education.

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?

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)

CEB will continue providing students opportunities for connection and involvement, regardless of our environmental circumstances. CEB hosts adaptive and innovative, virtual and hybrid programs, opportunities to connect and find community. CEB increased student involvement by inviting clubs to host activities during SpringFest 2020, resulting in more robust and varied opportunities. We will continue to grow these types of interactions. CEB will also launch the Street Team volunteer program to help promote and run CEB programs and make meaningful contributions to campus. It will bring more creative approaches to increase participation and feedback for future events. By 2025, our goals are: at least 20 active Street Team volunteers, 375 students per event, and increase social media engagement by 20%. We will use SAF funds for our student event planners, resources, and to host events for community-connection (virtual or in-person) thereby increasing student engagement with campus.

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)

We annually track the number of programs and engagement using the Presence tool, program surveys, and attendance forms. In 2019-2020 academic year CEB: -Held 14 large-scale, campus-wide programs. -Averaged 172 participants per event (even with a transition to remote learning). (Fall - 1595; Winter - 817; Spring - 165) -Held 4-6 programs each quarter. In Fall 2020, CEB: -Planned and executed 8 large-scale, campus-wide virtual programs - Had 290 students in attendance (increase from virtual spring 2020 programming). When a student does not find community on campus it can undermine a students academic performance by causing them to feel isolated, alone, or that they are not enough (Walton & Cohen, 2007). UWB enrolls almost 6,000 students and our data suggests that a significant number of students come to CEB events and continue to participate in them. Based on this, students are interested and actively engaging with CEB programming. They recognize the benefits of finding community, making connections, learning, and finding balance and fun experiences beyond classes, work, and/or personal commitments. Through Instagram, Facebook, and full utilization of Presence, we will analyze more in-depth the changing needs of our students and identify how to keep increasing engagement. Walton, G. M., & Cohen, G. L. (2007). A question of belonging: Race, social fit, and achievement. *Journal of Personal and Social Psychology*, 92(1), 82-96.

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.

Campus Events Board currently has 5 student programmers and 1 student Chair. Each CEB student staff member holds a key role in carrying out SEA's and CEB's mission to support students' growth, learning, and engagement on-campus. CHAIR: Leads and serves as the peer mentor to team; supports team in planning, execution, and evaluation of all events (weekly team agendas, leads meetings, program proposals, room reservations, budgets) and; CEB liaison to event co-sponsors and lead programmer for Fall Carnival and SpringFest. ENTERTAINMENT: Serves as primary programmer for entertainment and novelty programs such as concerts, dances, comedians, magicians, and trivia nights. MARKETING & GRAPHIC DESIGNER: Develops, designs, and distributes digital and print promotional materials for CEB, including posters, flyers, banners, graphics, and social media images. Supports Public Relations Coordinator in CEB marketing and public relations events. PUBLIC RELATIONS: Oversees CEB branding efforts, such as: social media, brand campaigns, volunteer outreach, weekly tabling, and other promotional efforts (e.g., PR events). Co-leads supporting school-spirited and CEB public relations events (W Day, Earth Week, tri-campus events) SOCIAL ISSUES & AWARENESS: Coordinates events around social awareness campaigns, current events and issues, social justice, community, and global-related topics, such as large panels or workshops, sustainability issues, speakers and lecturers, or other topics such as LGBTQIA, sexual violence prevention, or undocumented citizens. SPECIAL EVENTS & TRADITIONS: Coordinates annually recurring large-scale events focused on special celebrations for community-building and engagement, such as Spooktacular, Casino Night, and collaborative spring events (night markets, sustainability-focused events). We request that the Chair is paid \$1 more than the Programmers as they are the leadership of the Campus Events Board and hold a greater range of responsibilities in their role. \$85,202 Requested

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.

Campus Events Board is requesting \$60,000 for general programming in order to continue providing meaningful, inclusive, collaborative, educational, and engaging events and activities for the UWB student body. This amount will be distributed across the fall, winter, and spring academic quarters to focus on the CEB programming themes: Social Issues & Awareness, Entertainment, and Special Events & Traditions. The funding we are requesting is crucial for CEB's work on campus. As the main student-led programming board at UWB, we collaborate with many other departments and organizations to reach a wide audience. CEB often collaborates with partners who like to tap into our event planning expertise and commitment to serving student needs; we partner with Cascadia College's Events and Advocacy Board (EAB) to put on "ARC Carnival," our big welcome back program on the first day of classes. CEB also partners with faculty members, like Dr. Georgia M. Roberts, to bring local artists to campus, such as "Beats & Rhymes with Gabriel Teodros" and "Coming Home: Songs, Stories, & Conversation with Essam Muhammad". We co-host major speakers (i.e., Angela Davis, Raymond Santana of the "Exonerated 5"). Not only do we co-host major speakers with campus partners, but CEB creates and hosts their own large-scale events in order to engage in their communities and contribute to meaningful social change. The following are just a few examples of independent programs that CEB is able to put on with SAF funding: -"Infinite Dance" with Infinite Flow - An Inclusive Dance Company to encourage students to use dance as a creative outlet and form of self-expression regardless of "limitations" (i.e., mobility, hearing, identity). -"Alliance & Expression: LGBTQIA+ Spoken Word & Poetry Workshop w/ Ebo Barton" - Barton is an LGBTQIA+ artist and through this program they highlighted the LGBTQIA+ experience and helped students understand the importance of allyship through spoken word, while giving them an opportunity to learn how to create their own poetry. -"Paint & Sip with CEB" and "Fall Celebration Scavenger Hunt" where CEB created socially distant opportunities while following CDC guidelines for students to build community with one another and to explore and connect with the campus. With the funding awarded to CEB, we address current needs and important issues that affect students, making high-profile and impactful speakers and topics, learning, and community-building opportunities widely accessible and available to UWB students. \$60,000 Requested

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

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

This is included in the "Programming/Events" category.

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

We are requesting Printing & Copying funding in the amount of \$750 to best assist CEB in general administration, event execution, marketing, and outreach in order to widely reach and connect students with our programs. For this academic year, CEB was awarded \$1000 for printing/photocopying. In the past, this was included in the "Programming/Events" category for the cost of printing marketing posters, flyers, handouts, administrative documents, and supplies for CEB programming and administration (i.e., team meeting handouts, puzzle activity sheets for events, program feedback forms). In a previous year, CEB paid about \$650 for printing/photocopying services, so we are reducing our funding request (\$1000 -> \$750) for the 2021-2022 academic year. \$750 Requested

Q20.

Office Supplies

- Note office supply expenses

This is included in the "Programming/Events" category.

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>

This is included in the "Programming/Events" category.

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.

This is included in the "Programming/Events" and "Professional Development" categories.

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.

Each year, Campus Events Board has been awarded SAF funding to attend the regional National Association of Campus Activities (NACA) conference. This funding supports travel for 6 student staff and the CEB professional staff supervisor. \$8500 is for covering the standard costs of conference attendance, including meals per diem, lodging, transportation, and registration fees (\$299 per attendee, up from \$255 in 2020). An additional \$1000 will cover the University of Washington Bothell's NACA association membership dues, which allows CEB to attend the conference at a significantly reduced rate as well as access to a network of professional staff and student leaders who do similar work across the country, online resources geared to various aspects of programming, and opportunities to connect with new vendors and agents we would not connect with otherwise. CEB and the campus benefits from having the team attend NACA. Each year, there are over 70 different educational and roundtable sessions for attendees. Because of these, the CEB student team gains new skills and insights about trends and best practices in event planning; they use this to enhance their roles and create better programs for UWB students. Both the CEB students and their staff supervisor are able to network with other college programming boards and professionals, learning about better ways of engaging students. Lastly, we are able to do "Block Booking," where we can share costs with nearby schools and book entertainment and vendors at lower prices. This means that our SAF programming funds can be used more efficiently, with greater meaning and impact for our UWB students. \$9,500 Requested

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>

CEB is requesting \$1,500 to allow us to improve our marketing and outreach efforts to students. We are focused on finding more affordable and sustainable ways to promote CEB programs while providing items that our students need and want. But, we still have a need for physical promotional materials. Each autumn quarter, we run out of promo materials and have to re-order as a way to reach the high numbers of students. CEB coordinates weekly tabling and marketing to promote upcoming programs; this is when most of the promo items are distributed and in the highest demand. For 2020-21, we were funded \$800 for promotional items. This year we focused on items that would aid students while engaging virtually due to the pandemic. This included a stress ball phone holder and mini note pad. Unfortunately, due to the limited funding, we are only able to order about 150 items, which does not go far when we look at the number of people participating in our events. We want our items to be useful for our students, and that often comes with a higher price. Consistent with UW Procurement policy and recommendations, CEB supports local vendors and minority and womxn-owned businesses. This often means that we are not purchasing promotional items from larger companies that can offer lower prices due to their scale, but vendors focused on ethical business practices and positive social impact (i.e., sourcing). A funding increase would enable us to work more with these vendors, keeping true to the UW's own commitment to support our local communities. \$1,500 Requested

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

This is included in the "Programming/Events" category.

Q30. Uniforms

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

This is reflected on the Student Engagement & Activities budget.

Q31. Other

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

No other amount is being requested.

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.

\$156,952.00

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.

Location Data

Location Data
