SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

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

OrgSync (SEA)

Question 2. *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Student Engagement and Activities

Question 3. *

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.

Missy Dominguez, Sam Al-Khoury

Question 4. *

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.

missyuwb@uw.edu; sea2@uw.edu

Question 5. *

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.

425-352-3518; 425-352-5360

Question 6. *

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner.

Sam Al-Khoury

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.

sea2@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: http://www.uwb.edu/21stcentury

We are requesting continued funding for a central website platform (OrgSync) where student organizations, Student Affairs departments/programs, and clubs can operate. A central website platform is important because it will help student organizations on campus organize, create better visibility, showcase UW Bothell's student involvement growth, and more.

OrgSync serves as an important tool to facilitate and showcase involvement opportunities to students. Involvement is very important at UW Bothell because students are able to foster

relationships with their community and gain valuable experiences that could help them beyond their undergraduate/graduate careers.

Therefore, OrgSync directly supports the elements of the 21st Century Campus Initiative, including Resourcefulness, Diversity, Community, Sustainability, Growth, and Student-Centered.

OrgSync is a resource that all students have the ability to utilize. Within itself, it has many resources that students can refer to in order to find more support with how to successful plan and execute events and programs, request budgets, find opportunities to get involved, and more.

OrgSync supports the elements of Community, Growth, and Student-Centered because the valuable main function of OrgSync is to create a community where students can come together to connect, plan, and share their experiences. OrgSync is a platform that offers many resources to students that enhances "student services to support academic success and enrich student life."

Lastly, OrgSync supports the initiative of Diversity because student organizations and clubs use this resource to help create visibility to not only their diverse mission and goals but also their events and programs. These student organizations and clubs within OrgSync cater to a diverse student body with its endless opportunities.

OrgSync supports student organizations and clubs by bringing them all to one place. This is directly sustaining their legacy on campus because students can come to one central place for more information to find resources, many involvement opportunities, and create discussions on how to improve and network.

Question 9. *

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

OrgSync is vital to student involvement on campus because student organizations and clubs utilize this resource to manage their involvement, market their student organizations or clubs to promote getting involved, and to share information with each other.
OrgSync provided the basic functions to effectively organize programs and events on campus during the past 5.5 years. It has been the central platform representing student involvement on campus and served as a tool to gather interest for UW Bothell student organizations and clubs during. Along with

that, OrgSync is also a formal way for administrative users to see statistically how many students and clubs are actively involved on campus.

OrgSync is important because this is where many student organizations and clubs review budgets and ask for funding for their programs and events. Student Affairs uses OrgSync to support with fulfilling audit requirements. It would be enormously difficult and cumbersome to track approvals, reviews, and purchases to the standards required by UW without such software. Student programs also create forms, store files, manage calendars, and use OrgSync for daily operations.

Question 10. *

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

SAF has not previously funded this request. The past SAF committee suggested we apply through STF. STF granted funds to purchase OrgSync last year.

Question 11. *

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- 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.

OrgSync will benefit the entire UW Bothell community – specifically general students entering and returning, student organization and club leaders, staff and faculty under the multiple Student Affairs and Academic departments.

Currently, OrgSync has 5,676 users with 80 active portals (student organizations and clubs). Statistically, there was a steady average increase of 875 new student users per year as shown on OrgSync. During the past 3 years, the increase of new students admitted into UW Bothell helped increase student involvement because the new students are looking for opportunities to connect with their campus.

This data shows that not only current students will benefit from the use of OrgSync but also new students because they are able to use OrgSync to find resources and opportunities to get involved.

These students are connected to various staff and faculty members in the Student Affairs and Academic departments who support their mission and goals.

> OrgSync impacts everyone at UW Bothell because it is the central platform where anyone can use to share information, create discussions, and network with each other.

Question 12. *

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

> Student Engagement and Activities conducted focus groups to learn more about how to improve our central student involvement platform. These focus groups gave valuable insight for last year's and the current proposal.
>
> Club Council also worked along with Student Engagement and Activities to review the feedback and conducted their own surveys during their 2015-2016 events such as Club Camp and OrgSync VS CollegiateLink to get more student feedback.
>
> Student Engagement and Activities tracks data such as new user trends and increase in the number of OrgSync pages. Additionally, Club Council tracks the growth of student organizations and clubs on campus by reviewing the number of new and returning student organizations.
> Student Engagement and Activities has already implemented several practices to enhance OrgSync, such as updated budget forms, increasing the access to the promotions function within the site, and more. The department will continue to get feedback from students, including frequent users like club members and student employees, and implement practices from their input.

Question 13.

Additional Information

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

> OrgSync is an important tool to the operations of student clubs, Club Council, Campus Events Board, ASUWB, Social Justice Organizers, Intercultural Coordinators, Student Engagement & Activities in general, and other Student Affairs departments.
>
> The five-year OrgSync contract signed in 2011 ended in the summer of 2016 and we began the process of renewal more than a year and a half before that. The platform is critical to the work of SEA, including clubs and other student programs. It also supports the audit needs of more than $1.1M in SEA budgets. The process for OrgSync renewal included significant efforts to conduct needs assessments, research alternative products, prepare sole-source documentation, secure funding in

excess of $125,000 from the Student Technology Fee, and coordinate with more than a dozen departments across UW Bothell and the Seattle campus. Despite these efforts, and because of differing expectations for large IT purchases at Bothell compared to Seattle, the contract signing was derailed in early May 2016 and Procurement refused to sign the contract. There were more than 250 emails exchanged and more than two dozen meetings or conference calls to finalize the purchase since the beginning of May 2016. We conducted hours of research and negotiations with purchasing, funding, information technology, risk management, and student activities units across two campuses to get to a satisfactory point.

The contract is now signed for five years and we have funding for the first year from STF, which is a great improvement over the real possibility that there would be neither funding nor a contract. However, we must pay annually for each year of the contract, not in a lump sum. STF has limitations on how it awards funds we are currently working with both SAF and STF to find a sustainable solution to funding OrgSync.

Question 14.

Salary/Wages

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at $X per hour for X weeks).

0

Question 15.

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. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

0

Question 16.

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. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

```
0
```

Question 17.

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 and on the spreadsheet.

```
0
```

Question 18.

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 and on the spreadsheet.

```
0
```

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

```
0
```

Question 20.

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

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

0

Question 21.

Transportation

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

0

Question 22.

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: http://www.gsa.gov/portal/category/21287

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

0

Question 23.

Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at $10 per line per month.

https://itconnect.uw.edu/service/campus-telephone-services/

> We are requesting funds for one year of OrgSync which comes out to an all-inclusive cost of $21,450. One year of payment is $19,500 with an estimated 10% tax of $1,950.

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

> 0

Question 25. *

Total Amount Requested

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

> $21,450

Question 26. *

Terms and Conditions

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: http://www.uwb.edu/studentaffairs/safc/safbylaws
- I understand that once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.