

## Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18487899	
Submission date: 1/17/2019 4:54 PM	
Total time: 16 minutes, 37 seconds	
Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	<p>Student Engagement &amp; Activities - Campus Events Board (CEB)</p>
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	<p>Student Engagement &amp; Activities</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>Pauline Tolentino - Program Manager; Saiwa Conejo-Morales - CEB Chair</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>ptolent@uw.edu; uwb-ceb@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>425-352-3518</p>
<p><i>Question:</i> 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. 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.</p>	<p>Sam Al-Khoury - Director of Student Engagement &amp; Activities; Pauline Tolentino - Program Manager</p>
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	<p>sea2@uw.edu; ptolent@uw.edu</p>
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>The UWB Campus Events Board (CEB) is the largest, student-run programming board on campus and is supported by Student Engagement and Activities (SEA) staff and resources. CEB is "committed to providing all students with a purposeful and positive collegiate experience through diverse programs and events." For the past five years, we continue to engage over 8,000 participants in CEB events per year, guided by SEA's mission to give students "opportunities to clarify their identities, purpose, and sense of belonging on campus."</p>

CEB creates events for the UWB student community that are educational, safe, and welcoming for all. We intentionally incorporate SEA's student-centered mission and the values of collaboration, inclusivity, accessibility, adaptability, and creativity in all events to best engage students and meet their needs and interests. Events vary from small-to large-scale, benefiting students in multiple ways. We have campus-wide dances to build student connections, concerts featuring local artists who encourage creative self-expression and speak to current issues, educational, and social justice events. One example, "Stop, Smile, Snap," was an opportunity for folks to stop in the middle of their day and take a selfie; encouraging self-care, positive mental health, and mindfulness. Another event, "FITEing the System: One Class at a Time," was a film screening and panel sharing the experiences of incarcerated students.

CEB events 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 benefits student 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). We have to create these events for our UWB student community, because it is part of their college-experience, creates community, and have direct educational outcomes and impact for them. And, we know that "students who participate in extracurricular activities are less likely to drop out and more likely to have higher academic achievement" (Lunenburg, 2010). Therefore, CEB makes every effort to plan events during different times of the day, days of the week, formats, and for different target audiences to benefit as many students as possible.

CEB meets students' needs and interests by encouraging them to come as either a participant or event volunteer; the CEB team is made of current students who lead the planning of these events. As part of SEA and through our events, CEB helps students find balance between 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).

*Question:*

Need for this Program/Service (500 word limit)  
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? \* If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

Campus Events Board serves as the primary student-run programming board for the UWB campus. Unlike many campuses in the state of Washington, we do not have a residential Greek community or extensive on-campus housing options. As a result, CEB fills a critical void in building community at UW Bothell. We

provide students with co-curricular experiences that impact them, not just with their academic coursework and their experiences as part of the UWB community, but supports their learning, growth, and development as leaders and members of the UWB community.

One of CEB's co-sponsored annual events is SpringFest, a campus-wide carnival, which had a record number of 3,200 participants for Spring 2018. This is the largest student-led and organized event on campus and completely transforms the entire campus environment, giving students a unique experience while they are part of the UWB student community.

The student leaders who make up Campus Events Board create and co-sponsor with various departments, organizations, clubs, and other partners on- and off-campus in order to put on great and meaningful programs for the UWB community. They support other organizations on campus, including the Social Justice Organizers (SJOs), Black Student Union (BSU), and Health Educators Reaching Out (HEROs). For example, CEB co-sponsored the "Intercultural Night Market" with the Intercultural Coordinators and Taiwanese Student Association. CEB also partners with Cascadia's Campus Activities Board (CAB) to bring even greater opportunities for community-building, growth, and learning. In fact, the previously mentioned "FITEing the System: One Class at a Time" event was a collaborative effort between CEB, CAB, faculty from both UWB and Cascadia College, University Behind Bars, and the UWB Diversity Center.

CEB also recruits and empowers students to get involved by serving as volunteers for our events and activities; event volunteers get to meet other students, while better understanding their potential and capacity to support one another and create impact at UWB. In fact, for our "Stop, Smile, Snap" event, we had volunteers from the UWB Pre-Health Society student club, eager to assist in promoting positive mental health and demonstrate how we are all working to support students. With collaboration and student involvement as foundational values, CEB is able to share resources, support, and motivate our students to participate, while reaching a diverse range of folks within our community. By engaging students through CEB events, we are supporting SEA's organizational goal of preparing [students] to engage in their communities and contribute to meaningful social change.

*Question:*

New Request or Previously Funded (500 word limit) 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. If this is a one time funding request, please note that in the description.

Yes, this request has been funded in the past. One change in the structure of the budget is that "Printing and Photocopying" funds were previously requested under "General Programming." We have separated it out this year as we are finding that our overall printing and copying needs have

become significant; we find that we printing and copying more than CEB posters, but team meeting and administrative documents, CEB public relations materials, and event-related activity handouts.

Previous funding is outlined here:

Salaries/Wages | FY 18 - Yes | FY 19 - Yes

General Programming | FY 18 - Yes | FY 19 - Yes

Promotional Items | FY 18 - Yes | FY 19 - Yes

Printing & Copying [differently structured request this year] | FY 18 - Included in General Event Programming Funding Request | FY 19 - Included in General Event Programming Funding Request

Association Membership & Conferences (Professional Development) | FY 18 - Yes | FY 19 - Yes

*Question:*

Strategic Plan/5 Year Goals (500 word limit)  
Please describe your strategic plan or description of your key strategic goals over the next five years.

As the main student-run programming board on campus, CEB strives to support, engage, educate, and encourage their fellow students on campus; to find community and belonging here. Through programming, students are reminded to be humans first, to balance their time spent in the classroom, at work, and focusing on their personal lives, needs, and interests.

Over the next five years, CEB will: 1) implement a streamlined values-based programming model, 2) improve marketing and public relations efforts in order to get more student feedback, interest, and involvement, and ultimately, 3) enhance overall CEB programming.

CEB is focusing on larger-scale, more complex, and high-quality events that align with students' needs and interests. In doing so, the many amazing student clubs and organizations here on campus can provide other events (i.e., arts and crafts) and are encouraged to partner with us. CEB has adapted a values-focused programming model; each CEB student programmer focuses on specific programming areas (i.e., Social Issues) with a limit of 1-2 events to lead in each academic quarter. The events will incorporate the following values: Collaboration, Community, Inclusivity, and Adaptability/Creativity; this promotes greater balance and self-care for CEB students, while encouraging creativity, resourcefulness, collaborations, and intentionality in program planning and execution.

The other part of this plan is improving CEB branding through marketing and public relations. The hope is to make sure that this work has more energy and congruence; CEB will be better

motivated and able to engage students. Through this, we can continue raising the number of students engaging, whether as participant or event volunteer. And, we can get more students providing feedback and suggestions for future events. CEB has drafted a public relations mission to "introduce CEB as a friendly, fun, and organized student-focused organization that provides inclusive, accessible, interactive, and meaningful on-campus events in order to encourage student engagement and participation."

By the end of 2024, CEB will have increased event volunteer involvement by 50%, maintained an average of 350 students per event, and have at least five events per quarter that holistically demonstrate the values of Community, Collaboration, Inclusivity, and Adaptability/Creativity. CEB is utilizing social media, interactive print media, tabling activities, and word-of-mouth to tell students about Campus Events Board and our events; creating, distributing, and carefully analyzing student interest and feedback surveys; solidifying a successful programming model; sharing new communication systems for volunteers and potential attendees; and enhancing collaborative relationships within the team and with partnering organizations; for the purpose of ensuring that our students are informed, engaged, and understand how CEB events and involvement benefit them.

*Question:*

Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). \* 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.

During the 2017-2018 academic year, Campus Events Board planned and executed approximately 16 large-scale, campus-wide events for students. This brings an average of about 334 participants per event and 1 event every 2 weeks throughout the standard academic quarters (Autumn, Winter, Spring). These numbers do not include smaller tabling events, public relations and marketing events, vendor meetings, team meetings, planning committees, trainings, or conferences.

Below are highlights from CEB's 2017-2018 events, which were held since the last budget proposal with attendance listed in the following parentheses:

ARC Carnival (710)  
Glow-Up Night (375)  
Spooktacular (375)  
W-Day 2017 (100)  
Galaxy Gala (100)  
Casino Night (600)  
"Pitch Perfect 3" Movie & Karaoke Night (65)  
Intercultural Night Market (460)  
Spring Fest (3200)  
"Black Panther" Movie (130)

Additionally, here are highlights from this past Autumn 2018 quarter:

ARC Carnival (700)  
W-Day 2018 (400)  
Spooktacular (550)  
Dance Your Dream (450)

Based on data going as far back as the

2013-2014 academic year, CEB has experienced annual increases in the number of students participating in our events; the exception is the 2016-2017 academic year when there was a decrease in allocated SAF funding (\$5,000 less awarded than 2015-2016) and 28.2% less overall participation (9649 attendees in 2015-2016 vs. 6924 in 2016-2017). In Autumn 2018, we had an average of 432 attendees per event and a total of 1807; When comparing Autumn 2017 and Autumn 2018, we saw an 87.8% jump in the average recorded attendance (230 vs. 432). Currently, 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. These numbers indicate that students are interested and actively engaging with CEB programming; they are recognizing the benefits of finding community, making connections, learning, and finding balance and fun experiences beyond classes, work, and/or personal commitments.

In addition, CEB consistently partners with on-campus student clubs, organizations, and departments; more than 60% of events each year are the result of collaborations with other groups. Since CEB events draw such large numbers in terms of participation and engagement, our event co-sponsors benefit from sharing more about their resources, services, programming, and helping to communicate how the UWB, as a whole community, serves with and for our students.

*Question:*

Financial and Operational Health (500 word limit)  
How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-staff ratios, in-process measures).

Campus Events Board constantly assesses the value, success, and quality of its events and programs. We use student interest surveys (quarterly and events-related) to gauge campus culture, student interests, and general needs regarding different types of events, and dates/times students are most able to attend an event. CEB continually reviews events, asking what purpose(s) and value(s) each program demonstrates, as well as how it fits into Student Engagement & Activities' organizational mission and goals, and how students' interests and needs are really being met. All CEB events must address one or more of eight pre-determined participant learning outcomes based on the Council for the Advancement of Standards (CAS) in Higher Education; as well as a undergoing a Campus Event Board review of whether each proposed event adheres to the CEB values of collaboration, inclusivity, accessibility, adaptability, and/or creativity and what event category (music and arts, health and wellness, social and community) an event falls under. Each program must also have a clearly defined plan for assessment tailored to that program and its learning outcomes, values, and category (or categories). This comprehensive consideration and

assessment ensures that CEB events are holistically serving students' diverse needs and interests.

Examples of our assessment tools include: quantitative data from student attendance and surveys, qualitative data from surveys, social media, and intentional interviews with event participants. In addition, there is an event team (CEB, co-sponsors, advisors) debrief and reflection to evaluate each event in terms of attendance, goals, and design. Student Engagement & Activities, as a department, also collects quantitative data for the number of participants per individual program and the number of staff-student interactions (i.e., meetings); CEB files program evaluation documents, which include the assessment data and additional notes on program successes and opportunities for future improvement. This is placed into an event folder made to keep documents (i.e., emails, contracts, attendance, marketing plan, receipts) and any other important notes, so that future programmers can continue to organize successful events and analyze to best improve them. From these, we gather and analyze data regarding budgets, purchases, and maintain records and reconciliation of the cost per event based on supplies and contracts (i.e., vendors, performers). These information are used to assess the overall financial and operational health, success, and impact of Campus Events Board programming.

*Question:*

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

The funding for CEB is outlined below (format is: Academic Year | Allocated Amount | Notes):

2013-2014 | \$45,000 | Lowest allocation between 2013-2018  
2014-2015 | \$49,236 | First increase in funding  
2015-2016 | \$60,000 | Highest amount awarded between 2013-2018  
2016-2017 | \$55,000 | \$5,000 less awarded than previous year  
2017-2018 | \$53,000 | \$2,000 less awarded than previous year  
2018-2019 | \$55,000 | \$2,000 increase from previous year; similar to 2016-2017

The increase in funding to CEB for 2015-2016 resulted in direct and beneficial impact on the student body's engagement and opportunities to get involved with the University. Among the results of less funding for 2018-2019 is the removal of a CEB student position (Arts & Family Programmer). While we are being more intentional about which events address CEB values to meet student needs and interests, we do recognize that lower funding results in less student engagement (e.g. - 2016-2017 event attendance numbers explained in previous section) and decrease in CEB's capacity to best serve our students.

This year, we are asking for \$53,000 in

general programming, which will allow CEB to continue planning and executing a variety of events and programming; with this funding, we can help students maximize their experience at UWB, participate in building community and connections with each other and the campus, and engage in the opportunities to learn more, share experiences and insights, and have dialogue about different issues, topics, and needs that impact them and/or their fellow students.

We are requesting an increase in salaries/wages for Campus Events Board student programmers to reflect the increase in minimum wage who serve on the CEB team. Additionally, we are requesting Printing & Copying funding in the amount of \$1,000 to best assist CEB in general administration, event execution, marketing, and outreach in order to widely reach and connect students with our events.

Campus Events Board is supported by staff, training, and resources in Student Engagement & Activities.

*Question:*

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).

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 peer mentor to team, supports team in planning, execution, and evaluation of all events (weekly team agendas, leads meetings, program proposals, room reservations, budgets), 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, open mic nights, karaoke nights, magicians, game shows, and films/movie nights.

**MARKETING & GRAPHIC DESIGNER:** Develops, designs, and distributes digital and print promotional materials for CEB events, including posters, flyers, banners, graphics, and social media images. Supports Public Relations 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 school-spirited and CEB public relations events such as W-Day during UW's Homecoming Week.

**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, Fall Ball, Casino Night, and collaborative Spring Events (Intercultural Market, Sustainability Week events).

Note: With the increase in minimum wage in Washington State, we have had to increase our wages and benefits. This proposal reflects this increase as of January 2019 and the expected minimum wage increase to go into effect in January 2020.

Programmers (Minimum Wage): July to December 2019: \$16 | January to June 2020: \$16.60

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.

Chair: July to December 2019: \$17 | January to June 2020: \$17.60

**WAGES OVERVIEW:**

Chair:  
July to December 2019 | 1 student x 19.5 hours per week x 20 weeks x \$17 per hour = \$6,630  
January to June 2020 | 1 student x 19.5 hours per week x 26 weeks x \$17.60 per hour = \$8,923

Programmers:  
September to December 2019 | 5 students x 15 hours per week x 17 weeks x \$16 per hour = \$20,400  
January to June 2020 | 5 students x 15 hours per week x 24 weeks x \$16.60 per hour) = \$29,880

TOTAL Wages: \$65,833

**BENEFITS OVERVIEW:**  
Programmers (for all 5): \$10,509  
Chair: \$3,251

TOTAL Benefits: \$13,760

TOTAL Salaries & Benefits: \$79,592

*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. 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.

General Programming: \$53,000

We are requesting this amount in general programming and plan to distribute it across each quarter in the standard academic year. We will divide this total into a budget that each CEB student programmer manages for different programming themes (e.g. - Social Issues & Awareness). We have noted significant student attendance and involvement in the years that CEB has received adequate programming funding. With possible increases in facility rentals, vendor, and other event-

related fees, we want to be prepared to address them. Funds may be applied toward set-up, facility rental, honoraria, travel, and equipment rental fees for performers and speakers to come to campus; contract fees for said performers, office supplies; event supplies; and any other expenses related to event planning and execution.

Since Campus Events Board is the main student-led programming board at the UWB, we collaborate with other departments and organizations to reach a wider audience. CEB has provided financial and other resource(s) support for programs that have been consistent with the SEA mission and our values; we assist with programs for multiple on-campus clubs, Resident Assistants, ASUWB, HEROs, and Social Justice Organizers. The requested amount also accounts for special projects, such as responsive programming (e.g. - domestic violence awareness) or co-hosting major speakers. We are often asked to co-sponsor programs by partners, who like to tap into our event planning expertise and enthusiasm for serving students. In the past, we have been asked to collaborate in bringing notable civil rights activist, Dr. Angela Davis, to the UWB campus. Due to limited funds, we were unable to do so until the recent SAF Contingency Funding cycle. Thanks to the funding committee, we are now able to make such a high-profile, important, and inspirational leader--who promotes important issues like those in our campus-wide initiatives--accessible to our UWB community. The requested funding will allow CEB and our events to continue making such opportunities to learn and connect widely available to students.

Promotional Materials: \$1,500

We are requesting \$1,500 to allow us to improve our ability to market our events and services to students, as CEB's large-scale and values-focused programming requires greater need for marketing. This amount is less than the \$2,000 awarded for the 2018-2019 year; we are focusing on finding more affordable and sustainable ways to promote CEB events and activities. However, we ran out of promotional materials before the end of the Autumn 2018 quarter, so we know that physical materials are still necessary to reach the highest number of students; we are among the only organizations on campus that requires weekly tabling for our staff to promote and market our events. With this funding, we can overcome limitations in options for materials and delivery and tax fees, while continuing to interest and engage all students.

Total Amount Requested: \$54,500

*Question:*

Facilities & Equipment Rentals/Set-Ups/Purchase  
Describe the funds you are requesting in detail

Facilities & Equipment Rentals/Set-Ups/Purchase are included in the

<p>below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.</p>	<p>"Programming/Events" category and described in response to Question 16.</p>
<p><i>Question:</i> Printing &amp; 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.</p>	<p>Campus Events Board is requesting Printing &amp; Copying funding in the amount of \$1,000. In the past, we have included this cost in the "Programming/Events" category; it entails the costs of printing marketing posters, flyers, handouts, administrative documents, and additional printed or copied supplies for general administration (i.e., team meeting handouts, flyers, event puzzle activity sheets). In requesting less General Programming and Promotional Materials funding, we expect to utilize more Printing &amp; Copying-related services in hopes of promoting greater creativity and intentionality in the ways we market, promote, execute, and generally engage students on campus.</p> <p>\$1,000</p>
<p><i>Question:</i> 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.</p>	<p>Office Supplies are included in the "Programming/Events" and "Printing &amp; Copying" categories and described in response to Question 16.</p>
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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: <a href="https://www.uwb.edu/finance/food-approvals">https://www.uwb.edu/finance/food-approvals</a> 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 per diem rates for meals. The per diem rates are available at the following link: <a href="http://finance.uw.edu/travel/meals#perdiem">http://finance.uw.edu/travel/meals#perdiem</a> Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.</p>	<p>Food/Refreshments are included in the "Programming/Events" category and described in response to Question 16.</p>
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate 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. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.</p>	<p>Transportation and Travel are included in the "Programming/Events" and "Professional Development" categories. More details in response to Questions 16 and 22.</p>
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a></p>	<p>NACA Conference Attendance and Association Membership: \$8,500</p> <p>This amount is to be used for Campus Events Board to attend the regional National Association for Campus Activities conference (in Ontario, CA for November 2019). This funding supports travel for 6 student staff and the CEB</p>

Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.

advisor. This amount is estimated at approximately \$1071 per person for a total of \$7,500 and is intended to cover the standard costs of conference attendance, including meals, lodging, travel, and registration fees. The total amount being requested for Professional Development is slightly higher than what was awarded in the previous year (2018-2019) due to association membership dues. The additional \$1,000 will cover NACA association membership dues, which allows CEB to attend the conference at a significantly reduced rate and is due for the upcoming 2019-2020 academic year. Overall, the amount being requested is less than what has been awarded in the past to CEB (\$10,500 in 2017-2018), but also reflects the increasing costs of flights (air travel) and lodging we have been encountering in preparing for the NACA regional conference (for 2018 Conference: average of \$600 per person flight costs two weeks prior to travel, \$200 average per person for hotel).

There are several benefits to the student body when CEB attends NACA. Each year, there are over 70 different educational sessions available to attendees. These sessions provide CEB student team with practical skills to help them be more effective in their roles, which in turn, allows us to organize better events and programs for UWB students. Also, both CEB students and the staff advisor are able to network with other college programming boards and professionals, which allow us to trade best practices and learn about other ways of creating programs to engage students. Lastly, we are able to do "Block Booking," which allow us to share the costs of entertainers with other nearby schools. This means that the programming funds from SAF can be used much more efficiently and with greater meaning and impact for students on our campus.

CEB Autumn training and other professional development is supported by Student Engagement & Activities staff and resources and has been relocated to be reflected on their budget.

\$8,500

*Question:*

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/>

Operations are included in the "Programming/Events" category and described in response to Question 16.

*Question:*

Other Please include any other expenses that don't fall under any of the above categories in detail. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

Not Requesting Other Funding.

Works Cited (for references and citations throughout proposal):

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. Lunenburg, F.C. (2010). Extracurricular activities, Schooling, 1(1), 1-4. Vale, D., & Roat, A.E. (2015). Programming for the new majority: Non-traditional students, Campus Activities Programming, 48(4), 32-36.

*Question:*

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.

143592

*Question:*

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 late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes. \* I understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

I Agree

Questions or comments?  
[Contact us](#) or email [catalysthelp@uw.edu](mailto:catalysthelp@uw.edu)