

# 2012-2013 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 14th, 2012

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:  
<http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, December 7th, 2012 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Wednesday, November 20th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at [sumeetdhanju@yahoo.com](mailto:sumeetdhanju@yahoo.com).

## SUBMITTED BY

Ozden Eygi  
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Nov 13, 2012, 09:49PM PST

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Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at [sumeetdhanju@yahoo.com](mailto:sumeetdhanju@yahoo.com).

**[Required] Proposing Group** Club Council

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

**[Required] Department/Organization** Student Clubs & Organizations

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

**[Required] Contact Person** Terence Shuangyu Ruan

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

**[Required] Contact Email** [rsy515@hotmail.com](mailto:rsy515@hotmail.com)

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.  
\*Be sure to check your email regularly as the SAF Committee contacts groups via email.

**[Required] Contact Phone** 206-390-5454

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

**[Required] Executive Summary of Your Proposal**

Please provide a concise overview of the program, activity, or service for which you seek funding.

*\*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.*

It is the mission of the Club Council to govern, support, and administer the recognition, funding, and operation of all student clubs and organizations on campus recognized by the Office of Student Life. As the Club Council, we will be initiating efforts to unify our community and foster the connections built through these clubs and organizations. We are requesting funds for equipment and accessories to help brand the Club Council and its members. It is important to be recognized as a central part of the processing of funds for clubs as well as be seen as a resource of guidance and support. Equipment and accessories bought will go to directly highlighting the Club Council's role within the clubs and organizations on campus during tabling and other activities. Supplies are needed in order to create the most welcoming environment during Club Council meetings. Since Club Council will be a central "gateway" for all of the clubs on campus, it is important for us to make those meetings comfortable and inviting in order to achieve our mission; to not only to govern funding and operations but also to act with guidance and support. Supplies will directly enhance activities at the beginning of each Club Council meeting. Further funds will be used to create signature quarterly events that bring together all of the clubs and organizations not only to highlight their interests and passions, but to promote the Club Council as well.

**[Required] Need for this Program/Service**

In 200 words or less, please do the following:

--Describe the need for this program or service.

--If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).

This is the first year the Club Council has been in place. It is essential to create a positive outlook within our community today to make this program a success this year and years that follow. There is a need for community building on campus, and the funds allocated to Club Council will be used to directly achieve this goal. We will encourage students to join clubs and be more involved, interact with existing clubs by sharing ideas and getting to know club members. By creating events, we can expand our name and let the clubs and students know who to go to for resources.

**[Required] Estimate number of students that will benefit from your proposed program/service**

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--Estimate how many currently enrolled students will likely benefit from your proposed service or program.

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

Our proposed programs will benefit not only students in existing clubs, but those who would like to join one and be more involved with campus as well. Through these interactions, we will encourage community building on campus which will help to enrich each student's experience here at the University of Washington Bothell. There are currently 92 recognized clubs with 5 officers, so a minimum of an estimated 460 students will benefit from our proposed programs, plus additional members. It is our mission to be a resource for clubs, and that also involves helping direct them to other departments or faculty and staff that could help them in what they are interested in; so the success of Club Council will not only benefit the students, but could also help foster community building and interactions between students and faculty as well.

**[Required] 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 track how the event/program/service went? How would you track how successful it was and what you could change in the future?

The success of our initiatives can be measured in several ways depending on proposal at hand. At the end of each quarter, we could send a survey to all of the clubs and organization that came to Club Council meetings and the end of the quarter event with a series of questions that address if the need for the students were met, their impressions of the role of Club Council, and how they feel about the community on campus. A survey will be a way to assess how well the Club Council is working towards achieving our mission, and any necessary changes can be discussed at a meeting where suggestions are made to implement changes to the program based on student feedback. Student feedback is very important since this organization is meant to serve the needs of the students.

We will also hold a quarterly club forum where individuals can come and share ideas of how to better our programs. It will be very useful to have face-to-face interactions in a space that encourages sharing of ideas, opinions, and conversation revolving around our initiatives and the ways they impact the students.

**Additional Information** No answer submitted.

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

**Salary/Wages** No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

**Benefits** No answer submitted.

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box.

**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.

A signature quarterly event will be held by the Club Council in order to foster community building, encourage students to join clubs, and interact with clubs by sharing ideas. By creating these quarterly signature events, we are giving a special place for clubs and organizations to be recognized officially for their efforts and passions, as well as creating the opportunity for the Club Council to interact with students to promote our goals and mission to act as a central resource that benefit the student body and their interests.

\$2,000 per quarter

\$4,000 for the 2012-2013 academic year

**Facilities Rentals/Set-Ups** No answer submitted.

*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.*

*Please put total dollar amount of facilities in the bottom of this box.*

**Printing & Photocopying** No answer submitted.

*Describe the funds you are requesting in detail below.*

*Please put total dollar amount of printing/photocopying in the bottom of this box.*

**Office Supplies** No answer submitted.

*Describe the funds you are requesting in detail below.*

*Please put total dollar amount of office supplies in the bottom of this box.*

**Food/Refreshments** No answer submitted.

*Describe the funds you are requesting in detail below.*

*Please put total dollar amount of food/refreshments in the bottom of this box.*

*Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.*

*<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>*

**Equipment Rentals/Purchase**

*Describe the funds you are requesting in detail below.*

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

Equipment will be bought to brand the Club Council and be recognized on campus as a resource for students, clubs and organizations. Purchases made will help in promoting Club Council to the general student body, work towards creating the most inviting atmosphere during meetings for the individuals representing the different organizations and clubs, and gain recognition at tabling done throughout this school year and the years to follow.

\$750

**Transportation** No answer submitted.

*Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation).*

*Please put total dollar amount of transportation in the bottom of this box.*

**Meals and Lodging for Travel** No answer submitted.

*Describe the funds you are requesting in detail below.*

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

**Security** No answer submitted.

*Describe the funds you are requesting in detail below.*

*If you would like an estimate, please contact UWB Security.*

*425-352-5359*

*Please put total dollar amount of security in the bottom of this box.*

**Telecommunications** No answer submitted.

*Describe the funds you are requesting in detail below.*

*Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).*

*Please put total dollar amount of telecommunications in the bottom of this box.*

**Other** No answer submitted.

*Please include any other expenses that don't fall under any of the above categories in detail.*

*Please put total dollar amount of other in the bottom of this box.*

**[Required] Total Amount Requested** \$4,750

*Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.*

**[Required] Terms and Conditions**  I Agree

*--I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>*

*--I understand that once submitted, adjustments cannot be made to the requested amounts listed above.*

*--I understand that hearings will be held between 8:00am-12:00pm on Friday, December 7th, 2012 and someone from my group will be available to attend a brief hearing scheduled during that time frame.*