

# 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

Yuko Higashi  
yhigashi@uwb.edu  
Nov 14, 2012, 11:48AM PST

# 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).

**[Required] Proposing Group** Diversity Programmers

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

**[Required] Department/Organization** Student Life

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

**[Required] Contact Person** Yuko Higashi

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** YHigashi@uwb.edu

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** 4255020735

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.

Cultural Story Tellers and Workshop: May 14th (Tuesday) and 16th (Thursday)

Cultural Story Tellers and Workshop strive to meet the diverse needs and interests of the University of Washington Bothell community by providing storytelling such as immigrant story and Holocaust story that structure UW Bothell. On May 14th (Tuesday) and 16th (Thursday), there will be an event at North Creek Event Center and Commons which include workshop, panel discussion and dialogue.

**[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).

Diversity Programmers is one functional area in Office of Student Life. Our mission is to transform UW Bothell into an intercultural community by recognizing and valuing differences, teaching and learning about differences, and fostering personal friendships and organization alliances. Diversity Programmers will achieve this by inspiring others through storytelling. Also, UW Bothell undergraduate learning outcomes are

I. Knowledge of academic and professional theories, practices, and identities within disciplinary and interdisciplinary fields of study

II. Understanding of diversity in cultures, identities, backgrounds, and experiences among individuals and groups

III. Critical analysis of information from multiple perspectives including intercultural, global, and ecological

IV. Ethical reasoning in application to self, occupation, citizenship, and society

V. Proficiency in:

- Communication including writing, speaking, and fluency in a range of media and genres
- Information and technology literacy
- Quantitative and qualitative reasoning
- Creative thinking and problem solving
- Collaboration and leadership

There is a need for this program to highlight the diversity of the student population by promoting the minority groups present on campus and benefiting from their experience. Research (Autumn 2011 Undergraduate Enrollment at UW Bothell) shows that there are 41.9% of the students on campus that identified as underrepresented minorities (i.e., Black, Hawaiian/Pacific Islanders, Latino and Native American).

**[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.

Approximately 150 participants from UW Bothell community will attend this event.

Our learning outcomes are;

- Participants who attend this event will identify the variety of people that structure University of Washington Bothell.
- Participants will create open atmospheres for others at UW Bothell community.
- Participants will describe cultural differences to each other.
- Participants will evaluate the relationship between some other cultures and their own cultural beliefs, values and identities.
- Participants will come to acknowledge that others have a different perspective on issues than their own.

By programming this event, we will be able to share the variety of stories to UW Bothell community. Also, we will be able to provide opportunity to identify the multicultural UW Bothell community through dialogue.

**[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?

One way that the success of the event will be assessed is by recording how many participants attend the event. Diversity Programmers also have conversations with participants at the event regarding comment/opinion about the event. Also, in order to track the effect of this event, we will take a survey at the end of the event.

**Additional Information** Possible co-sponsor with CAB and CEB.

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** • Story Teller (Workshop) Guest Fee \$900

Total: \$900

*Describe the funds you are requesting in detail below.  
Please put total dollar amount of programming/events in the bottom of this box.*

**Facilities Rentals/Set-Ups** • IT:  $\$200 \times 2 = \$400$

Total: \$400

*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** According to Kinko,

100 Flyers (Color):  $100 \times \$1.50 = \$150$

8 Big Posters (Color A3):  $8 \times \$15 = \$120$

Total: \$270

*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** • Refreshments: \$500

Total: \$500

*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** No answer submitted.

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

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

**Transportation** Guest Parking: \$12

Total: \$12

*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** \$2082

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.