

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.

SUBMITTED BY

Ty Edwards
tedwards@uwb.edu
Nov 13, 2012, 02:51PM PST

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Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at sumeetdhanju@yahoo.com.

[Required] Proposing Group International Student Facilitators

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

[Required] Department/Organization Housed Under ISS

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

[Required] Contact Person Ty Edwards

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 tedwards@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 206-819-6514

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.*

This proposal is to have four funded positions for our International Student Facilitators. Our description is below. We are also on the UWB website, housed under International Student Services: <http://www.uwb.edu/international-student-services/international-student-facilitators>

Description of Program:

International Student Facilitators (ISF) are current international and domestic students here to introduce you to student life at UW Bothell. You will meet us at your F1 Immigration Orientation, quarterly ISF events and around campus. Our mission is to assist international students in their transition to life in the United States and at UW Bothell.

The goal and Objectives for the program are:

- To assist students in their personal, academic, social and cultural adjustment to studying and living in the U.S. and at UW Bothell.
- To provide students with information about services available to them throughout the campus and community, and to encourage their use of those services.
- To encourage students to participate in educational opportunities outside of the classroom, such as student organizations, athletics and intramurals, volunteerism, and community and campus events.
- To assist students in developing their relationship with the institution, peers, faculty, staff and the community.
- To promote a nurturing atmosphere and provide sufficient cultural information to enable students to make reasoned and well-informed choices.
- To assist students in developing familiarity with their physical surroundings.
- To engage students in ideas, concepts and current issues around intercultural communication and globalization.

[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).

The most common challenges faced by international students are psychological in nature. International students often face homesickness, culture shock, loneliness, depression, stress, anxiety, alienation, isolation, and the loss of identity, status, and self-value after they come to a new country (Tseng & Newton, 2002). They must adjust through a process of psychological transition. The length of the process depends on the individual student's condition, including proficiency in English, previous experience in cultural adjustment, support systems, and general self-efficacy (Tseng & Newton). Researchers describe four phases of culture shock: the honeymoon phase, the crises phase, the adjustment, reorientation, and gradual recovery phase, and the adaptation, resolution, or acculturation phase (Ferraro, 1990). Interventions must occur before students feel their most vulnerable, confused, isolated, homesick and lonely, to assist in their persistence at the institution. The engagement strategies listed below align with ISF's goals and help enable international and domestic students to succeed at their studies, and achieving their goals: Cross-cultural mentoring, family style peer mentoring, ongoing orientation, distribution of information, and assessment and evaluation. If our institution is to maintain its preeminence as a destination for learners from around the world, institutions must strive to enhance the developmental outcomes of international students.

[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.

The program currently has fifty one students enrolled during fall quarter. Our program and events are open to all students. The benefits are listed through our goals and objectives:

- To assist students in their personal, academic, social and cultural adjustment to studying and living in the U.S. and at UW Bothell.
- To provide students with information about services available to them throughout the campus and community, and to encourage their use of those services.
- To encourage students to participate in educational opportunities outside of the classroom, such as student organizations, athletics and intramurals, volunteerism, and community and campus events.
- To assist students in developing their relationship with the institution, peers, faculty, staff and the community.
- To promote a nurturing atmosphere and provide sufficient cultural information to enable students to make reasoned and well-informed choices.
- To assist students in developing familiarity with their physical surroundings.
- To engage students in ideas, concepts and current issues around intercultural communication and globalization.

[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?

We have a student service survey that will be distributed to students who are registered with the International Student Facilitator Program as well as to students who are enrolled in the Bcusp 100 transition to the U.S. course. The program will be an evaluation of the services that we provide to students. The feedback will allow the opportunity to better improve the program to support our students.

The International Student Facilitators are required to submit a reflection paper at the end of each quarter. These documents will allow the opportunity go better improve the program for our Facilitators and better support the student population.

Additional Information

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

Criteria for International Student Facilitators:

- All International Student Facilitators will:
 - o Attend mandatory training (10-12 hours)
 - o Guide students through international orientation (8-10 hours)
 - o Attend a weekly 1 hour meeting as a group (15 hours)

? Present a 30 minute PowerPoint presentation

? Facilitate discussion with facilitator group

- o Maintain 3 hours per week contact w/ students (36 hours)

? In-person, email, phone,

? Submit charted contact hours at weekly meetings

- o Plan outings/activities (11 hours)

? Each student facilitator will plan an outing/activity during the quarter for all the student facilitators and students as a whole

? Submit activity proposals

- o Submit a report

? End of quarter – 1 page reflection paper regarding your ISF experience

? Due Dates for reflection papers:

- Autumn Quarter – Friday, December 14th 2012
- Winter Quarter – Friday, March, 22nd 2013
- Spring Quarter – Friday, June, 14th 2013

Program Volunteer Hours: 84 hours per quarter/7 hours per week

Salary/Wages

Describe the funds you are requesting in detail below.

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

We would like to have four hourly paid positions. We would like to have four paid positions January – June 30th. Below is the information:

- \$10* 28hrs(4 people total per week) *26wks = \$7280

Benefits 7280 * 16.9% = \$1230.32

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 No answer submitted.

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 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 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 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 8510.32

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 | 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.