

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

Jannely Quintana
jannelyq08@comcast.net
Nov 14, 2012, 12:51PM PST

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[Required] Proposing Group Latino Student Union

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

[Required] Department/Organization Latino Student Union

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

[Required] Contact Person Jannely Quintana

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 jannelyq08@gmail.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 4254459007

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.

Latino Student Union LSU is planning a Latino graduation in June 2013. This event is new and it will help inform and acknowledge all UWB students who plan to participate and celebrate the graduation of Latino Seniors who will be graduating this year. Family members will be invited. We will have food,, music and speakers who will be talking about wither their experience here in UW Bothell and or professors acknowledging our success had hardships over the year. After the speakers we will have a ceremony in which a family member and the graduate student will stand in front of the podium and the family member will put a Serape around their neck. This event will take place from 5pm to 10pm. We will also have all Latino graduates talk and express themselves on how they overcame their challenges while in school and where they are planning to go afterwards.

[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 event is needed because Latinos need to find a community where they can feel supported and acknowledge all their hard work that they had put in over the years. This event is needed because Latinos have their own culture in celebrating certain events and by having this opportunity we are giving them and zone of comfort and a place where they can share their experiences and feeling. This event is to represent the many stereotypical ideas about who Latinos are and to represent that Latinos do have a say in our community and on campus. This event will strengthen those who will be graduating next year open up their minds and what to get involved more on campus to feel the same support the graduating seniors are having. This event is to bring together a community that is already on campus but does not know how build relationships and partnerships. This event will make the graduates feel confident about their achievements and build that relationship and partnerships with the future graduating 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 benefits from this proposed event are that the Latino community on campus will feel a lot more supported by their campus if we have an event like this one. We would feel more comfortable to say share our ideas on campus and get involved a lot more in our campus activities. This event will benefit about 100 to 150 currently enrolled UWB students. All of them will benefit because there is not only the ones who are graduating and celebrating this event but also those who will benefit from learning how to plan and event and network with many professors on campus and help with the planning of this event and network with many outside community members as well. As of now we do not have any outside sources that will be helping with the planning or benefit from this event. All there is, is that the family members and future students will see that University of Washington Bothell is supporting Latinos students on campus by allowing this event to happen.

[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 would track the success of this event by showing show many UWB students and professors participated in the planning of this event. We would also track all the comments of the event on how successful or unsuccessful it was. We would record data from everyone and everything that was used or had talked to for the planning of this event. We plan to record all our expenses and also have a list of all the contact people that helped us plan the event. We will also look into the future and see how events in the future will have grown. Since this is our first event like this we do not know what it will end up being exactly. But we could track each year's event and see the success from there.

Additional Information

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

We plan to buy Serape stole in which Latinos can wear during their graduating ceremony. They are \$25 each and we plan to order 40 to 50.
Total of \$800.00

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 We plan to have traditional Latino Music like Mariachi play at our ceremony. A total of \$400.00 for an hour.

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

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.

We plan to reserve North Creeks Event Center and also renting or reserving the audio system and the projector. We will do most of the cleaning afterwards.

Total amount of \$500.00

Printing & Photocopying

Flyers to invite and inform anyone who plans to participate and attend this event.

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

We plan to have traditional Latino food at this event.

Total dollar amount for food and refreshments is \$400.00

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

\$2,000.00

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.