

# 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

David Lile  
[david.lile7@gmail.com](mailto:david.lile7@gmail.com)  
Nov 13, 2012, 02:35PM 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** International Student Facilitators

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

**[Required] Department/Organization** International Student Services

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

**[Required] Contact Person** David Lile

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** [dlile@uwb.edu](mailto:dlile@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** 360.969.6849

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.

The National Collegiate Leadership Conference is a student-run annual conference that serves as a cornerstone of the leadership experience and training for hundreds of college students across the nation. The philosophy of NCLC is that service, social justice, and leadership are all connected. Thus, the programming for this conference offers students a variety of opportunities to learn, understand, interact with, experience, participate in, engage in, and reflect on service, social justice, and leadership. The skills that students learn from this conference can be applicable in students' organizations, families, campuses, job settings, as well as local and global communities. The National Collegiate Leadership Conference is a student run nonprofit organization that brings together students and leaders from diverse background to learn leadership skills, cultivate social responsibility, break down leadership barriers, and to adopt leadership as a way of life. The conference extends beyond the conventional definitions of leadership. It is designed to help student tap into and expand their leadership potential, helping them grow personally and professionally. The Conference spans three days at the University of Arizona, from February 17th-19th. There are over eighty workshops, service projects throughout Tucson. Team building activities, networking opportunities, motivational speakers, a Leadership Enrichment Certification Awards ceremony Keynote Speaker and banquet.

**[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).

We will learn, understand, interact with, experience, participate in, engage in, and reflect on service, social justice, and leadership. The skills that students learn from this conference can be applicable in students' organizations, families, campuses, job settings, as well as local and global communities.

**[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.

This is the first year that the International Student Facilitators have been on our campus. This is the first year that this group would be applying for SAEF funding. These students will be transitioning into future leadership programs on our campus, and therefore need the proper leadership training to better serve our student body now and in the future. The National Collegiate Leadership Conference brings together students and leaders from diverse backgrounds to learn leadership skills, cultivate social responsibility, break down leadership barriers, and to adopt leadership as a way of life. The conference extends beyond the conventional definitions of leadership. It is designed to help students tap into and expand their leadership potential, helping them grow personally and professionally.

**[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 students will bring back what they learned at the conference and present this information to the student body as well as other leadership organizations and also pass this information along to future members of ISF that will come in their place.

**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** \$200 per quarter  
2 quarters = \$400

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** \$300 per quarter  
2 quarters = \$600

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** Printing and Photocopying  
For marketing and promoting events  
\$200 per quarter  
2 quarters = \$400

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

We will have 2 main events per quarter, total of 4 events for two quarter. Expected participants: between 60 to 100 people.  
We are requesting for \$200 per event  
Total = \$800

**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** Transportation (Taxi, Zip Car, etc.):  
\$300

*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**  
*Describe the funds you are requesting in detail below.  
Please put total dollar amount of meals and lodging in the bottom of this box.*

Hotel:  
\$160 per room  
4 rooms  
Total: \$640

Meals and Lodging for Travel  
Food/Per Diem: \$56 per person  
7 people  
Total: \$392

**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** \$3532

*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.*