

# Services and Activities Fees (SAF) Committee Reference Guide

*Services and Activities Fees (SAF) are charged to all registered students for the express purpose of funding student services and programs. The level and distribution of the fee is recommended by the SAF Committee, approved by the chancellor, and authorized by the Board of Regents for each academic year.*

## **1. Defining the purpose of the Committee**

*Bylaw Section 2. A.*

“The intent of this Committee is to be comprised of at least seven (7) and no more than nine (9) voting members who are currently matriculated students at UW Bothell and not elected or appointed officers of the ASUWB Senate, Student Technology Fee Committee, or serving in an officer or staff position for any student news media. The voting membership of the Committee should strive for a committee that is strongly representative of the student body, considering academic programs, class level, gender, cultural backgrounds, and other characteristics of the student body.

*Bylaw Section 1. B*

“It is the intent of the legislature that the governing boards ensure that students have a strong voice in recommending budgets for Services and Activities Fees” (RCW 28B.15.045), and that Services and Activities Fees expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas (RCW 28.15.044).

## **2. Introduction of the funding process, timeline, meetings, and online materials**

*Bylaw Section 4. A-B*

**A. 2.** Any member of the University of Washington Bothell campus community may submit a request for annual funding.

3. The intent of the annual operating budget is to support on-going student activities, services, and programs. It is the intent that the funds deemed “long-term” shall be used to purchase capital (non-recurring) equipment and furnishings, lease and/or bond obligations, and other related expenditures

**B. 1.** 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.

2. 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.

### **3. Qualitative and Quantitative funding criteria**

#### Qualitative Criteria Examples: (2012-2013 Committee Generated Criteria)

1. Student led, student governed, student centered
2. The proposals should benefit a broad body of students
3. The degree to which a proposal is linked to an academic program
4. A proposal's track record of success, and/or research incorporated into the proposal
5. The amount of opportunities made available to the student body

#### Quantitative Funding Criteria

*Bylaw Section 6, A.*

1. The degree to which the request supports a UWB student program or activity or provides a direct service that is of general interest and has broad appeal to currently enrolled UWB students;
2. How well the proposed program, activity, or service is conceived and organized and, if previously funded, its track record for success;
3. The likelihood of partial or full funding from another source or the probability that alternative funding (full or partial) is available from another source;
4. The number and diversity of currently enrolled UWB students likely to benefit from the program, activity, or service in proportion to the level of proposed funding; and
5. All other criteria approved in advance by the Committee and the Chancellor or his or her designate

### **4. What's eligible for funding?**

*Bylaw Section 5, A;*

“Operating expenditures may be proposed in support of bona fide school-related curricular or extracurricular functions, activities, or programs participated in by UWB students in the furtherance of their education:

#### Quantitative Criteria;

*Bylaw Section 5,A;*

1. Ordinary supplies, purchased services or equipment necessary to conduct the student function, activity, or program.
2. Compensation for students or other University employees engaged in activities or services that directly involve or support currently enrolled UWB students such as student

government, student activities, student life, financial aid, counseling, testing, placement, and security. Compensation is established once per year, during the Annual Budget cycle, and cannot be modified during the Contingency cycle.

3. Necessary and reasonable fees, meals, lodging, and transportation expenses for entertainers, lecturers, guest speakers and others who provide personal services on a contractual basis.

4. Trophies, plaques or medals, certificates of award or articles of personal property that are of nominal value (\$50 or less) given to currently enrolled UWB students as recognition for participation, achievement, or excellence as part of the functions of student organizations, activities, or programs.

5. Promotional Items are designed to promote any student organization, group, or funded project or service and are limited to a total value of \$800 per year unless expressly stated otherwise by the Services and Activities Fee Committee at the time of allocation. Food and publicity (for specific events) are not considered a promotional item. Articles of clothing may be purchased with the guidance and approval of the Office of Student Life and the Club Council. Promotional items must be purchased in compliance with University policies and procedures.

6. Cost of childcare for children of currently enrolled UW Bothell students who are participating in UW Bothell programs held on the UW Bothell campus.

7. Travel Awards can only be granted to currently enrolled UW Bothell students and their advisor(s), who shall be UW faculty or staff, to participate in approved student functions, activities, or programs. Awards are limited to paying accommodations, transportation, registration fees, and incidental expenses as outlined by the SAF Committee. All travel must comply with established UW travel policies and procedures. Approved travel awards are reimbursed only when receipts are presented. Travel must benefit the broader student community through participation upon return from the trip. Maximum reimbursement will be \$500 per student and \$2,500 per group unless expressly stated otherwise by the SAF Committee upon awarding of funds.

8. Food and refreshments may be purchased for UW Bothell-student functions as outlined by the UW food policy, which includes award receptions, training, activities, or programs. Such funds are intended to support activities and programs open to the general student body. Funds are not intended to support routine meetings associated with student organizations (student government, campus events board, SAF, etc.). Services and Activities Fees may not be used to purchase or serve alcoholic beverages.

## **5. Tips for creating a successful proposal**

- Highlight the benefit that is provided to students
- Emphasize your groups track record of success
- Provide information to show the number of students who will benefit
- Refer to the potential of fundraising from other sources

- Adhere to Section 5 “Guidelines for funding” of the SAF Bylaws
- Underline the reason(s) for your groups travel, particularly emphasizing the knowledge brought back to the campus community
- Note the degree to which your proposal is linked to an academic program/school.
- Show preparedness and professionalism
- Create student opportunities on campus
- Tie the 21<sup>st</sup> Century Initiative into your proposal <http://www.uwb.edu/21stcentury>

## **6. How to be involved!**

1. SAF Meeting Minutes and Agendas: <http://www.uwb.edu/studentlife/safc/safminutes>
2. SAF Meeting Schedule for 2013-2014: <http://www.uwb.edu/studentlife/safc/meetings>