

2012-2013 SAF Annual Application

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On behalf of Campus Events Board

2012-2013 SAF Annual Application

Program/Service Title

Campus Events Board

Campus Department

The Office of Student Life

Contact Person

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Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

The Campus Events Board (CEB) is a group designed to enhance the social, cultural, and educational opportunities for the UW Bothell community through providing diverse entertainment and programs. The board strives to promote the 21st Century Campus Initiatives of the University by supporting the core areas of Growth, Resourcefulness, Diversity, Student-centered, Community, Innovation and Sustainability.

Need for this Program/Service

In 150 words or less, please describe the need for this program or service. Please include any data that might support your proposal (e.g., the number of students who have participated in your service or program in the past). If your program is currently funded by SAF, please indicate how you have used the money to help your organization meet its goal(s).

Campus Events Board plans events for the entire student body and is the only organization on campus that plans events that strive to reach out to every student. So far this year CEB has reached over 1000 students through the numerous events that have taken place from the beginning of Autumn quarter. CEB has used the funds provided thus far to plan a wide range of events including Coffeeshouses, Homecoming Week and the Turkey Bowl.

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 Campus Events Board is constantly assessing the success and quality of their programs. One of their priorities is to serve all students. As we put events together, we take into consideration what the culture of the campus is who we are serving. We use surveys and student feedback through HuskySync and personal face to face methods for events suggestions and improvements. Another way we reach students is by keeping an open door policy in our office. Students can stop by and ask questions or provide feedback to any of the CEB members.

We also take into account attendance at events as a measure of success. Each event is then talked about at between CEB members at the weekly CEB meeting. We discuss how the event went and how things that could be improved.

Estimate number of students that will benefit from your proposed program/service

In 150 words or less, estimate how many currently enrolled students will likely benefit from your proposed service or program. Please estimate the number of other individuals (and indicate their affiliation) that might benefit from this service or program. Finally, please indicate other sources of financial support.

CEB is designed to serve the entire UWB community by creating an exciting, vibrant, fun and intelligent environment. It is the goal of the group that every single student will benefit from at least one program

they put on. This is why they strive to plan such diverse event. We often co-sponsor events with other on-campus organizations to share our resources and reach out to wider audiences.

Benefits to Participants

In 150 words or less, please describe the benefits that

participants are likely to gain by attending or participating in this program or service.

The Campus Events Board is the only student led group on campus which is designated with programming for the entire campus community. This element is critical because these students strive to serve the entire student population by varying their programs subject-matter for the benefit of all.

Students who attend the events planned by CEB are able to learn something at all events that are planned, from learning about different cultures at the welcome celebrations to learning about basic sign language at a sign language awareness event.

Additional Information

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

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.

5 Programmers:
20 hours per week x 52 weeks = 1040 hours per programmer
1040 hours x \$12 an hour = \$12,480 per programmer for the year
\$12,480 x 5 programmers = \$62,400

Chair:
1040 hours for the year x \$13 an hour = \$ 13,520

Total amount requested for Salaries:
\$75,920.00

Benefits

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 33.4% of earnings. Benefits paid to hourly employees should be calculated at 14.9% of earnings. Benefits are required if you are requesting salary/wages above.

Please put total dollar amount of benefits in the bottom of this box.

\$8880 x .13 = 1154.40 per programmer

$$1154.40 \times 5 = 5772$$

$$\$13065 \times .13 = 1698.45$$

Total amount requested for benefits: \$7,270.45

Honoraria

Describe the funds you are requesting in detail below.

i.e. Payment to speakers

Please put total dollar amount of honoraria in the bottom of this box.

It is requested that CEB have \$25,000 for each quarter, Autumn, Winter, and Spring, for the planning of all events. This includes bringing musicians and speakers to campus and facilities rentals.

Total amount requested for honoraria: \$75,000

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.

Telecommunications

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.

Security

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.

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box.

Transportation

Describe the funds you are requesting in detail below.

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.

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.

Food/Refreshments

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

Describe the funds you are requesting in detail below.

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

Other

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.

Campus Events Board is requesting \$20000 for unforeseen costs that could include anything from rentals to summer programming and marketing costs.

It is requested that CEB receive \$1,500 per programmer to attend the regional National Association of College Activities conference. It is also requested that funding for the advisor and grad assistant be given for the conference as well, \$1,500 for both.

CEB is also requesting \$3,000 for training and development throughout the year.

Total requested for other: \$34,000

Total Amount Requested

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.

\$193,190.45