

2012-2013 SAF Annual Application

Public User

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Program/Service Title

Facilities Rental

Campus Department

Auxiliary Services/Event Management

Contact Person

John Shaheen

Email

jshaheen@uwb.edu

Phone

2-3763

Executive Summary of Your Proposal

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

Last year SAF allocated approximately \$35,179 toward facility rental costs associated with planning events and programs. The group was asked to find ways to cut individual costs that clubs, organizations, SAF affiliated groups were requesting for facilities space and make one request verse individual requests. This request is to cover these expenses again this coming academic year.

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).

This request ensures SAF affiliated groups will not be charged an individual room usage fee. This request will not cover maintenance or custodial costs, but the expense of reserving space.

Past costs to reserve a small classroom was \$50. If all 80 clubs were to hold a weekly meeting the cost alone for this usage would be \$168,000 (44 Weeks x 80 Clubs x \$50).

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?

N/A

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.

It will impact all students on campus as the fee for room usage will not be charged.

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.

Overall cost savings to SAF and the students of UW Bothell.

Additional Information

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

N/A

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.

N/A

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.

N/A

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.

N/A

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.

\$40,000

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.

N/A

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.

N/A

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.

N/A

Transportation

Describe the funds you are requesting in detail below.

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

N/A

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.

N/A

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.

N/A

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>

N/A

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.

N/A

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.

N/A

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.

\$40,000.00