

SAF Annual Proposal Form for the 2013-2014 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2012 until 5:00pm on January 16th, 2013. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2013 to 2014 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 8, 2013 and Friday, February 15, 2013. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website:
<http://www.uwb.edu/studentlife/safc/safbylaws>

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, March 29, 2013. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SUBMITTED BY

Andrea Ramirez
aramirez@uwb.edu
Jan 16, 2013, 02:47PM PST

SAF Annual Proposal Form

[Required] Proposing Group Student Engagement/Activities

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

[Required] Department/Organization Student Life

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

[Required] Contact Person Andrea Ramirez/Terry Hill

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 aramirez@uwb.edu/ thill@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. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Required] Contact Phone 352-5264

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Faculty/Staff Member Andrea Ramirez, Assistant Director of Student Activities

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email aramirez@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

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

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

The following request contains items that will allow Student Engagement/Activities to provide continuing and new services, activities, and events to meet the growing demands of a more diverse student population. The areas within this request include new staffing, operational costs, student space, financial support for student groups, student organizations support/funding, leadership development, welcome week, leadership programming, volunteer programs, mentorship, international, multicultural/diversity events, service initiatives, and intercultural programming.

[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).

-If you have tracked the success of this program or service in the past, please provide that information here.

In order to maintain excellent service to students, it is imperative to review staffing and operational costs, programs/services costs at a level that meets student demands. Details of the Student Engagement request are outlined below.

Professional Staff

- New Position Request - Program Manager of Student Engagement, International & Diversity Programs is a full-time professional employee that provides administrative and advising support the Diversity Programmers, International Student Facilitators, Intercultural Leadership Alliance and assists with the planning and production of other Student Life-sponsored programs. As an advisor, this position is also responsible for creating learning outcomes and ensuring that students walk away from their experience as a student leader with transferable skills and a deeper understanding of who they are as leaders and individuals. This position is also responsible for assisting in the management of Diversity/International Student Organizations/Clubs, as well as the planning and execution of Intercultural Night, Lunar New Year, Diversity Dialogues, Ally Training, Story Tellers, Cross Cultural Retreat, Diversity conferences and diversity programs (MLK Day, Cesar Chavez, etc.). In addition this position is responsible for ensuring event planners minimize and manage risks associated with their particular events, which includes soliciting competitive bids from vendors.

With the increase of students, we have seen a large influx of diverse backgrounds and needs from our population. Our area is now supervising additional programs to help support student requests and needs.

Student Staff

- (Current Student Positions) Student Life Diversity Programmers (2) during the 10-11 academic year Student Life was given temporary funds from Student Affairs to create the Diversity Programmers positions. These student positions work to promote and aid in creating a campus climate and culture that respects and celebrates diversity. The programmers create educational programs/events that promote awareness and understanding of diversity, social justice, gender equity, historically underrepresented communities, multiculturalism, etc.
 - (NEW Student Position) Achieving Community Transformation(ACT) Leads/Alternative Spring Break Programmers - These student positions work to promote and aid in creating a campus climate and culture of service learning and to provide volunteer opportunities. They will encourage consistent ongoing service activities throughout the year by coordinating with local organizations, which will better connect our campus with the greater Bothell community in which we reside. They will also plan larger annual service activities, including the Welcome Week Day of Service, Alternative Spring Break, MLK Day of Service, and Cesar Chavez Awareness, in which they will collaborate with multiple offices at UW Bothell. These students will also conduct site leader trainings and facilitate reflection activities for other students. Students participating in these positions will take the lead role in coordinating these events as well as develop leadership skills, organizational skills, and time management. They will also gain valuable experience in building relationships inside and outside an organization which will prepare them for success in their careers and beyond.
 - (NEW Student Positions) International Student Facilitators (ISF) - This group was funded in the 2012 Fall cycle of SAF contingency and we are asking to continue the positions and the program permanently through the upcoming fiscal cycle. The ISS office was not able to take on this program so we have taken over working with this program. These student positions would be overseen by the Program Manager of Student Engagement (international & diversity) professional staff member. – International students face a number of challenges such as homesickness, culture shock, loneliness, depression, stress, anxiety, alienation, isolation, loss of identity, status and self-value when coming to a new country. They must adjust through a process of psychological transition and this is where the ISF students come in as a support network. These students will be trained to support international students in addressing these large components of inclusion and transition.
- Other Operational Expenses
- Funds are being requested in support of student leadership development and service initiatives. In addition to current Student Life programs and services, there is a need to provide meaningful programming, training, seminars, and other activities that help develop a sense of servant leadership for individual students and student groups (including student government, SAF and Technology Fee committees, CEB, and clubs and organizations).
 - Funds to support Intercultural programming, Leadership Programs, and Service based programming on a more consistent basis are also being requested. Examples include Lunar New Year, MLK Day, ILA, ISF, Diversity Programing, Women, Alternative Spring Break, etc.

[Required] Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

-Indicate the benefits of your proposed program for students.

-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.

In seeing an increase in students at UWB we have had a spike in services and attendance at programs & events. There has been and overall increase of attendance to events and involvement in programs. All services and programs are open to the entire UW Bothell student body and we do a great deal of outreach and marketing to new populations wishing to participate in programs. All students at UWB have interactions with Student Engagement via clubs and organizations, class presentations, events/programming, trainings, orientation, leadership opportunities, and taking part in programs. We hold over 200 events/programs each year in addition to supporting the clubs and organizations on their events/programs throughout the year.

[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?

Success will continue to be measured by the (a) number of students that attend events, (b) number of active student organizations, and (c) contributions made by individual student leaders and student groups. Evaluations of all programs will also be conducted by Student Life staff to review successes and identify areas for improvement. Student staff are required to review their own programs/events to make sure the programs are meeting the needs and learning outcomes set in advance.

Additional Information

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

Research shows that students who feel a sense of connection to their institution are more likely to stay at that institution and be more satisfied with their college experience. Student Life works diligently to provide students a wide variety of opportunities to feel connected to UW Bothell. In addition, Student Life-sponsored programs will allow students to:

- Make new and lasting connections with fellow peers
- Develop superior networking skills
- Enhance leadership skills of those individuals who serve and represent the needs and interests of their fellow students
- Build confidence in students' ability to organize, lead or participate in a student organization
- Contribute to the development of a vibrant campus life and increase university pride and investment in the success of the campus.
- Learn more about their personal identity and how it relates to their academic and personal choices
- Increase social awareness and responsibility

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.

Program Manager of Student Engagement (International & Diversity), Programming (1.00 FTE) Salary: \$45,000

Total: \$45,000

Student Staff

Diversity Programmers: \$14,400

\$10/hr x 48 weeks x 15 hours x 2 people

Service Leaders (ACT): \$28,800

\$10/hr x 48 weeks x 15 hours x 4 people

International Student Facilitators: 19,200

\$10/hr x 48 weeks x 10 hours x 4 people

Total: \$57,600.00

Benefits

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 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. If you included salaries/wages in the above field, you must calculate the applicable benefits.

Professional Staff Total: \$15,300

Student Staff Total: \$10,296

Programming/Events

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

\$ 80,500

Programming funds for ACT , Alternative Spring Break, Welcome Week, Leadership Conference, Diversity Programmers, International Student Facilitators, Intercultural Leadership Alliance, Leadership Series, Multicultural/Diversity Dialogues, Intercultural Night, MLK Jr. Day of Service, Recognition & Awards (average at least 6 different recognition events), Lunar New Year, Professional Development Series, Etiquette Dinner, Ally training, Women in Leadership, Women Series, Women's History, and additional new programs/events/co-sponsorships.

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. If you need assistance with estimated costs, please speak to a staff/faculty member.

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

\$ 2,500

All programming facilities cost are asked to be included in the programming/events line, this line if for unforeseen cost such as hanging of art work that cost \$500.

Printing & Photocopying

N/A- Supported in Student Life request

Describe the funds you are requesting in detail below.

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

Office Supplies

N/A- Supported in Student Life request

Describe the funds you are requesting in detail below.

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

Food/Refreshments

N/A- Included in programming costs

Describe the funds you are requesting in detail below.
Please put the total dollar amount of food/refreshments in the bottom of this box.
Please review the food policy/food form for the University policies before submitting your request at the following link:
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase N/A- including in programming cost or cost of new hire

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.
Please put the total dollar amount of equipment rentals/purchase in the bottom of this box.

Transportation \$4,000- Transpiration to trainings and site visits such as volunteering locations.

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University.
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 insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <http://www.gsa.gov/portal/category/21287>
Please note that hotel bookings are typically done through the University.
Please put the total dollar amount of meals and lodging in the bottom of this box.

Student Groups (students & staffing) to attend conference such as National Association of Campus Activities, Student of Color Conference, White Privilege, and addition Associations as it relates to their positions.(DP, ISF, ILA, Leadership conference, Volunteer, Diversity and Advisors to travel with students)
Registration for conference for Student Life Staff to accompany students to conferences is incorporated in meals and travel.

Total: \$30,500

Telecommunications N/A- Included in Student Life request

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 the total dollar amount of telecommunications 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 the total dollar amount of other in the bottom of this box.

Marketing for Tri-color pens- \$5,500 (1500 pens)
Marketing mascot for branding- \$2,000
Large Events, t-shirts- \$5,000- (ability to purchase 200 shirts for large average 4 events such as MLK, ASB, etc)
New Staff Costs- \$5,000 (computer, desk, supplies, etc)
Rainy Day Fund: \$5,000
Professional Training & Development- CAMP (ASUWB, ILA, ISF, ACT, CEB, CC, DP) for Student staff at \$200 per (40 Student staff) General conference fund for general students to attend Diversity Related Conference Annually, Training & Development, ILA Winter Retreat for all these groups: \$24,500
Total: \$47,000

[Required] Total Amount Requested \$297,496.00

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 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 total amount requested above.

-I understand that hearings will be held between 8:00am and 12:00pm, tentatively scheduled for Friday, February 8, 2013 and Friday, February 15, 2013. Someone from my group will be available to attend a brief hearing scheduled during that time frame.