

2012-2013 SAF Annual Application

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Program/Service Title

Student Life Operations

Campus Department

Student Life

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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 following request contains items that will allow the Office of Student Life 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 staffing, operational costs, student space, financial support for student groups, clubs and organizations support/funding, leadership development, welcome week, leadership programming, volunteer programs, mentorship, multicultural/diversity events, service initiatives, and intercultural programming.

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).

(Student Life is currently funded by SAF)

In order to maintain excellent service to students, it is imperative to keep staffing and operational costs (phones, office supplies, etc.) at a level that meets student demands. Details of the Student Life request are outlined below.

Professional Staff

(Current Professional Staff Position)The Program

Manager of Student Activities, Student Programming is a full-time professional employee that provides administrative and advising support to student organizations and CEB as well as 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 80 Student Organizations, as well as the planning and execution of Alternative Spring Break (ASB) and diversity programs (MLK Day, Lunar New Year, 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.

(Current Professional Staff Position) The Student Life Advisor is a full-time employee that will supervise and train the Student Assistants and Marketing Assistants and collaborate with the Budget and Finance Office and Student Life Fiscal Analyst to assure adherences to policy and procedures. As a supervisor this person will be responsible for creating learning outcomes and providing opportunities to create co-curricular experiences. They will oversee the approval process for budgets in working with student groups and SAF funded organizations, in addition to following up on paperwork required for processing of requests.

(Current Professional Staff Position) Stipend for Student Activities Program Assistant will allow Student Life to hire a graduate intern to work on special projects throughout the year. These positions will help us develop training curriculum and materials for leadership seminars and retreats. This position can also help develop programming around health and wellness education. In addition these positions will assist in advising student groups and increase diversity programming around identity groups (GSA, SODA, AASU, ASA, etc.). This line is being increased to provide more consistent hours and advising time, as well as staying competitive

with the market to attract candidates.

(NEW Requested Professional Staff Position) The Program Manager of Student Activities, Student Organizations is a full-time professional employee responsible for assisting in the management of 80 Student Organizations and advising the student organization council, as well as the planning and execution of student organizations and advisor trainings, leadership development /skill trainings series, advising, oversight of student organization council. In addition this position is responsible for ensuring student groups planning events minimize and manage risks associated with their particular events, which includes soliciting competitive bids from vendors. This employee will provide administrative and advising support to student organizations as well as assist 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.. There has been a great deal of feedback to give student groups more attention and support in relation to services. This position will train and supervise three Student Organization Assistants to support the growing needs of the program. This position will help provide the critical support needed to Student Organizations.

(NEW Requested Professional Staff Position) The Student Life Fiscal Specialist is a full-time hourly employee that will provide budgetary support to the Student Activities Fee (SAF) and the Student Technology (STF) fee. This position will provide budgetary management and control of the SAF and STF budgets, as well as provide monthly budgetary updates to groups that have received funding from SAF and STF. This position will work with the Program Advisor of Student Life in processing student organization budget requests, food requests, procards, Ariba orders, budget reconciliation, time cards (OWLS), student travel, which includes working with Corporate Travel Accounts. The Fiscal Specialist will aid in compliance with state, federal and university law inclusive of required regulation paperwork and records retention required for reconciliation of all SAF funded dollars.

Student Staff

(Current Student Positions) The Student Life

Marketing Assistant(s) are student positions that work to develop a clear, consistent message to students about the myriad of opportunities available through Student Life. They do this through the design of event and program flyers, posters, update of online marketing, twitter, Facebook, QR codes, event calendars, Wednesday Update, axis television, managing the BS Times, etc. These persons help the office advertise about Student Life programming.

(Current Student Positions) Student Assistants are student positions that support a welcome desk which provides direction and information to visitors. These Student Assistants help with administrative duties as well as assuring that Student Life is accessible at all times to students even when professional and classified staff are in meetings. Having a front desk for Student Life has made Student Life more prominent and more accessible to answer questions and meet student needs. The desk will be staffed from 9am-6pm daily, ensuring that there is always someone in Student Life to answer questions and be a resource to students when professional staff might be at events or in meetings. Student Life is asking for 52 weeks to have consistent coverage throughout the traditional academic year and coverage over the summer months when school is in session and to support new summer programming initiatives.

(NEW Student Positions) The 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) The Student Life ASB/Volunteer Coordinator during the past two years Student Life has had this position filled by a Student Volunteer funded via the Civic Fellows program in the Community Based Learning Dept. This student positions work to promote and aid in creating a campus climate and culture of service learning and to provide volunteer opportunities during Alternative Spring Break, MLK Day of Service, and Cesar Chavez Awareness and supports

the newly created volunteer student organization. This person creates educational programs/events that promote awareness and importance of community involvement and civic engagement.

(NEW Student Positions) The Student Life Student Organization Assistants (3) These student positions would be overseen by the Program Manager of Student Activities, Student Organizations professional staff member. Their main role would be to work directly with student clubs and organizations, students and advisors on Bothell and Eastside Leadership Center campuses. These assistants will hold officer trainings, student org. leadership trainings, support advisor education, assist student orgs with funding processes, hold quarterly student organization forums, and attend student org. meetings to follow up with student groups. There has been a great deal of feedback to give student groups more attention and support in relation to services. These Assistants will help provide the critical support needed.

(NEW Student Positions) Stipend for elected Student Organization Council (5) The student organization council will be made up of elected students to serve as an over site group to allocate org. funding and interpret student org. policies and procedures in accordance with state, university and federal law. The council will be overseen by the Program Manager of Student Activities, Student Organization staff member. The groups will meet on a regular basis to deliberate on Student Org/Club funding allocations.

Other Operational Expenses

We are requesting expenses associated with administrative costs, which include marketing, printing, and supplies for ASUWB, CEB, Recreation and Wellness, clubs and organizations, SAF, STF, etc. The request is based on the average expenditures from 2009-2010 and 2010-2011.

With an increase in clubs and organizations, we are requesting an increase to account for the increase of student organization from 55 to 80. We anticipate further growth during 2011-2012.

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 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 on a more consistent basis are also being requested. Examples include Lunar New Year, MLK Day, and Alternative Spring Break.

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.

Additional assessment will consist of the evaluations of student participants. Quarterly roundtables with student leaders will help Student Life staff review successes and identify areas for improvement. This will be the first year that we will implement a 360 Evaluation process for staff and Student Life programming.

This year, we also plan to go through a Strategic Planning Process that will help define additional learning outcomes and additional ways to measure our success.

Current Student Life attendance and budget data that reflects how SAF funds have supported our programs this year are available for the committee's review.

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.

Students are increasingly taking advantage of the programs available through Student Life. As the campus is growing annually, due to this growth students have increased in attendance for involvement and at events. The number of

registered student organizations has increased in 2010-2011 from 55 to 80 with new groups continuing to be created. These groups are all more active than in past years and are serving twice as many students as last year.

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.

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

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.

Professional Staff

Program Manager of Student Activities, Programming (1.00 FTE) Salary: \$45,000

Program Advisor of Student Life (1.00 FTE) Salary: \$45,000

Student Activities Program Assistant Stipend: \$16,900

\$5633.00 /per quarter

Program Manager of Student Activities, Student Organizations (1.00 FTE) Salary: \$45,000

Student Life Fiscal Specialist (1.00 FTE) Salary:

\$45,000

Student Staff

Marketing Coordinator (2): \$20,280
\$13/hr x 52 weeks x 15 hours x 2 people

Student Assistants: \$28,100

\$10/hr x 52 weeks x 52 hours = \$27,040 (desk coverage)

\$10/hr x 106 hours = \$1,060 (for trainings & meetings)

Diversity Programmers: \$14,400

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

ASB/Volunteer Coordinator: \$7,200.00

\$10/hr x 48 weeks x 15 hours

Student Org. Assistants: 21,600

\$10/hr x 48 weeks x 15 hours x 3 people

Student Org. Council Stipend: \$15,000

\$1,000/per quarter x 5 people

Total: \$303,480

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.

Professional Staff

Program Manager of Student Activities, Programming (1.00 FTE) Salary: \$15,120

Program Advisor of Student Life (1.00 FTE) Salary: \$15,120

Graduate Student Stipend: \$5,679

Program Manager of Student Activities, Student Organizations (1.00 FTE) Salary: \$15,120

Student Life Fiscal Specialist (1.00 FTE) Salary: \$15,120

Student Staff

Marketing Coordinator: \$3,022

Student Assistants: \$4,187

Diversity Programmers: \$2,146

ASB/Volunteer Coordinator: \$1,073
Student Org. Assistants: \$3,219
Student Org. Council Stipend: \$2,235

Total: \$ 79,895

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.

\$ 21,000

For leadership, Multicultural/Diversity, Alternative Spring Break, civic engagement and intercultural programs

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.

\$ 7,000

For leadership, Multicultural/Diversity, and alternative spring break venues, training locations and plant charges for on campus events

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.

\$ 6,500

11 handsets, data ports, and long distance charges for ASUWB, CEB, Student Life, and student organizations

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.

\$4,500

Transportation for leadership retreat, special trips and alternative spring breaks

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.

\$ 10,000

Conference costs associated with Student Life Staff attending conferences.

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.

\$20,000

Supplies for clubs, ASUWB, CEB, Student Life events, SAF and STFC. Large posters, brochures, BS Times, and other promotional materials for events and activities

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>

\$18,800

This budget is requested for leadership retreats, workshops, trainings, alternative spring break, Leadership opportunities, awards and recognition ceremonies.

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.

\$3,600

New computers for Staff (3 @ \$1,200)

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.

Student clubs and organizations: \$50,000

Registration for conference for Student Life Staff to accompany students to conferences is incorporated in meals and travel.

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.

524,775.00