

# 2015-2016 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Monday, November 16th, 2015

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.

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.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:  
<http://www.uwb.edu/studentaffairs/safc/safbylaws>

Hearings will occur on Friday, December 4th, 2015 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Monday, November 30th, 2015 to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Karla Sanchez, 2015-2016 SAF Chair, with any questions or comments at [SAFuwb@gmail.com](mailto:SAFuwb@gmail.com).

Status: Pending  
SUBMITTED BY  
Dominick  
[asuwbps@uw.edu](mailto:asuwbps@uw.edu)  
Nov 16, 2015, 02:58PM PST

## 2015-2016 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Monday November 16th, 2015. 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. 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. All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:  
<http://www.uwb.edu/studentaffairs/safc/safbylaws>. Hearings will occur on Friday, December 4th, 2015 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing. The SAF Liaison will be in contact with you by Monday, November 30th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone. Contact Karla Sanchez, 2015-2016 SAF Chair, with any questions or comments at [SAFuwb@gmail.com](mailto:SAFuwb@gmail.com).

[Required] Proposing Group ASUWB

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

[Required] Department/Organization SEA

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

[Required] Contact Person Dominick Juarez

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 [asuwbps@uw.edu](mailto:asuwbps@uw.edu)

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.  
\*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone 4252899557

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

[Required] Executive Summary of Your Proposal

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

\*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.

This request is pertaining to creating a reflection space that will increase space available for our student body to access. It provides 2 to 3 potential spaces for students to gather to reflect, meditate, vent, or obtain any kind of personal need for peace and serenity. We are requesting funds to furnish the rooms.

**[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).

This space will also accommodate students that need space for peace and to relieve the mind of the academic world. This space is requested by a large group of students, and there was a demand for this space to be more accessible and larger by student voices.

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

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--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.

The furnishing of the new Reflection Space will provide students with the comfort to seek and benefit from what the space could offer. This space is allowing multiple space for greater usage than the previous reflection room. This was a request by students during a protest earlier this year on our campus. This space is open to all students for the purposes of place to gather their thoughts, debrief, and etc.

**Additional Information** No answer submitted.

If needed, 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.

**Furniture:**

Soft seating lounge chairs \$800-1200/unit

Chairs with casters \$150-200/unit

Rectangular/Round tables \$400-500/unit

UW1 007 Cubicle Reconfigure \$300-400/unit

**Improvements:**

Patch & Paint UW1 007/A/B \$2400

Patch & Paint UW1 011 \$1700

\$10K

**Benefits** N/A

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.

**Programming/Events** N/A

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box.

**Facilities Rentals/Set-Ups** N/A

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. North Creek Events Center costs \$350 and up per event.

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

**Printing & Photocopying** N/A

Describe the funds you are requesting in detail below.

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

**Office Supplies** N/A

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** N/A

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>

Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy.

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

Equipment Rentals/Purchase N/A

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 N/A

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.

[Required] Total Amount Requested \$10,000

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 requested amounts listed above.

--I understand that hearings will be held between 8:00am-12:00pm on Friday, November 29th, 2013 and someone from my group will be available to attend a brief hearing scheduled during that time frame.

Transportation N/A

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation).  
Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel N/A

Describe the funds you are requesting in detail below.  
Please put total dollar amount of meals and lodging in the bottom of this box.

Telecommunications N/A

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.

[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?

We will use a sign in sheet to assess the quantity of students using the space, and use surveys.