

# 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  
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Nov 16, 2015, 03:23PM PST

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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

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

[Required] Department/Organization

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

[Required] 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] Contact Email

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

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.

The Campus Events Board is looking to program a multi-artist evening concert. This program will primarily serve the students, however will be open to the community as well.

**[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).

On a commuter campus, we often hear stories of students going to class and going home. They miss out on opportunities to connect with one another as well as to their campus. One of the learning outcomes that the Campus Events Board focuses on is for students to build meaningful relationships with the community and develop a connection to the university (adapted from CAS standards 2009). We believe that a multi-artist concert is a perfect way to break down the stigma that school is only a place for learning and start building relations between each other and the campus. In 2014, CEB conducted surveys inquiring about the interest of students. When asked what type of events would bring them back to campus after leaving, musicians/performers ranked highest. By addressing this want of our student body, CEB shows that their voices are being heard and we are invested in their connection to the university. This multi-artist concert will strengthen student relationship to the campus by uniting one of the most diverse student bodies through the common interest of music. The outcome of this event will be a more unified campus community, and can only enhance the collegiate experience.

**[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.

In Spring 2015, there was an average headcount of 1018 students in class between 11:00am – 5:30pm. That is almost a quarter of our FTE students that are on campus at any given moment within that time frame. After class, students tend to go home straight away. The average significantly drops to 295 students in class after 5:30pm who will want to go home afterwards. Students who primarily go to class in the evening experience a different campus culture. By programming an evening event such as a multi-artist concert, the collegiate experience of the evening students will match the lively experience during the day. Students will want to come back to campus, or stay after class, and will contribute to creating a more vibrant evening atmosphere. Since this event will be a large-scale event, we estimate the attendance of around 600 students doubling the population in the evening. The event will primarily be for the students, but open for the community to come. This gives students the chance to bring their friends and family to this event, which will only create a stronger bond by sharing the experience with a loved one.

**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** No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

**Benefits** No answer submitted.

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** No answer submitted.

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** No answer submitted.

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** No answer submitted.

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** No answer submitted.

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** No answer submitted.

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

Describe the funds you are requesting in detail below.

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

We are looking to fund contract, stage set-up, and security costs. With big-name artists comes high pricing that our budget alone will not be able to afford. Because we do not have a performance hall, we may not have all the tech that artists will require, thus leaving us with the decision to rent all required elements from outside companies. Some tech needs include high quality speakers, intricate stage lighting, and a technician to help run all equipment. Also, the safety of our students is paramount. So to be able to have trained professionals present will help our team to ensure crowd control.

Other No answer submitted.

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 \$45,000

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 No answer submitted.

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 No answer submitted.

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 No answer submitted.

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 assess the program in a few different ways. First, we will assess success by headcount making sure to separate students from community. Second will be via word of mouth. We will ask students their opinions of the program and asking for feedback on how to improve on the program and other ways to enhance the student relationship. Lastly, we will take advantage of social media and asking students online their thoughts on the event.