

# 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, 03:58PM PST

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[Required] Proposing Group ASUWB

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

[Required] Department/Organization Orientation and transition program and ASUWB

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

[Required] Contact Person Christian Cuellar

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 asuwb5@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 2053048671

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.

95% of the student bodies at UWB are commuters. Currently there is not a commuter-focused space for commuter students. Commuters would benefit from this space as this space would be allocated for them, by providing conveniently located amenities such as printing station, charging station, tv screens with rolling events to increase commuter students involvement and a rolling bus schedule. This space can also be a hub where it increases connection between commuter students. This space would alive the concerns that they voiced in the Orientation and Transition program survey where they were less excited about when attending UWB was commuting and loss of sleep. This Space would have a quite zone where they can sit down between classes and relax and possible take a nap. Another large concern voiced in the survey was that they were concern about parking. This space would allow for arrangements to carpool. Along with a quite zone, where they can sit down between classes, relax and possibly take a nap. Given that most commuter students and the whole student body need space to heat up there food.

**[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).

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**[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.

This space impacts the university directly and in directly. The space would allow for identities such as commuter services to educate the 95% of the commuter when there is the heaviest traffic flows as well as creating a community were commuters can interact one another commuter yet at the same time housing students can also find the commuter students at this hub creating more interaction and a sense of.

- The university wants the student to be more involved by having a hub were events are rolling while waiting for the bus will increase students knowledge of what events are happening in school. Yet, this space also alive some of the stress of most commuter have due to time constraints. The school currently has one public space where they can print (library) providing an other printing station will alive the time constraints. This space also impact those students who bring food by allow some space to meal prep.

This space would also include a charging station benefiting commuter who cant go back home just to charge their phone laptop. Etc. Lockers would also benefit those commuter students which can only carry so much with them.

We also look forward to partnering with TAU SIGMA as they have come forward and asked if they could do some events for transfer/commuter students

**Additional Information** N/A

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

**Salary/Wages** N/A

Describe the funds you are requesting in detail below.

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

**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** Tau Sigma and possibly partnering with commuter task force to educate commuters on the flow of the parking lot.

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** (STF) Plan to put in request.

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 (ASUWB) could provide additional 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.

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

Describe the funds you are requesting in detail below.  
Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

H43/fc Hub Armless lounge 1516.32 x 3  
=\$4548.96

SLSNAU Strive four-leg Armless café stool Uph Seat 192 x 6  
=\$1152

TR35FX-74P Trek Fixed leg Round x Base 74p edgw 42" Dia 410x2  
=\$820

SPDNAU Strive Task Armless chair Uphol Seat 209x 6  
=\$1254

BD6200 Boss Design 6200 lounge chair, high back 1350.72x 3  
=\$4050

TR35FX-74P Trek Fixed Leg,Round,x Base,74P Edge,42"Dia. 1 \$410.40x4  
=1641.6

Hub Armless Lounge,Contrast,26x26" 5 \$815.04 x3

+ lockers 2000

+microwave 400

= estimate the cost of disassembling and removing the existing LL desk at somewhere between \$1000.

Extra cash for an expected cost and for installing, delivery and tax. \$5000

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 \$21405

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?

Sign in sheet

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?