

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.

Status: Pending
SUBMITTED BY
Megan Kuehl
mckuehl@uw.edu
Nov 16, 2015, 03:53PM PST

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[Required] Proposing Group Outdoor Wellness Leaders (OWLs)

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

[Required] Department/Organization Recreation and Wellness – Outdoor Wellness

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

[Required] Contact Person Megan Kuehl

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 mckuehl@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 928.607.5740

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.

On behalf of the Recreation and Wellness Department, the Outdoor Wellness Leaders would like the opportunity to host a guest speaker on campus. The goal of hosting a guest speaker would be to promote holistic wellness on campus through outdoor-themed presentations and/or workshops; as well as fostering an accessible and inclusive environment that values diverse voices and experiences. The speaker would be invited to visit campus for one to two days and facilitate at least three of the following events: a multi-media public lecture; a training/workshop for student employees, faculty, and staff; and a semi-formal lunch or dinner with interested students, staff, and faculty. In exchange for their contributions, we would provide the guest speaker with transportation, lodging, meals, and appropriate compensation for their time.

[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).

The University of Washington Bothell prides itself on being one of the most diverse campuses in the country and in an effort to support that claim, we must actively seek out people and resources to help enrich our diverse educational experiences. Guest speakers provide outside perspectives and an opportunity for students, as well as faculty and staff, to engage in a community discourse beyond campus boundaries. As Outdoor Wellness Leaders, we find that the 'outdoors' have been stigmatized as being exclusive and inaccessible to certain individuals and groups. Hosting a guest speaker can be a useful tool to bridge the gap between outdoor recreation and people who have historically felt excluded and unable to access the outdoors. By showcasing a human voice that speaks to the benefits of outdoor recreation, across a diverse spectrum of embodied identities and experiences, UWB students will be given the opportunity to learn about the importance and the possibilities for overcoming their own barriers to accessing the aspects of wellness provided by the outdoors.

[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.

We would like this event to be accessible, both physically and financially, to all UWB students. By hosting a guest speaker's public lecture in the third floor of the Activities and Recreation Center, we would be able to comfortably accommodate up to 300 attendees. We would also like to facilitate multiple smaller group discussions and workshops that would be available for any UWB students to attend. Additionally, we will reach out to other student groups and organizations on the Bothell Campus; including (but not limited to) the Social Justice Organizers, the HEROs, and the Diversity Action Council; as well as groups within the entire UW community, such as the UW Seattle's Diversity Studies Program; in order to ensure that this service effectively benefits as many UW community members as possible.

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 Honorarium for guest speaker's time.

\$3,000

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

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.

In order to facilitate a semi-formal, engaging training/workshop with the guest speaker and interested students, faculty and staff, we would like to host a dine-in discussion as one of the components of the guest speaker's visit. Meals and/or light refreshments would be an integral piece of this event because it creates an opportunity for the speaker and the attendees to relate on one of the most basic human levels; 'breaking break' so to speak. We would also like to be prepared to provide coffee and tea at the public lecture, because these types of events are typically held in the evening, and light refreshments help attendees stay alert and engaged throughout the presentation.

\$600

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 \$6,000

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

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.

We are requesting funds to provide transportation for the guest speaker from out of state, via commercial air travel. We would also need to provide transportation for the guest speaker to and from the airport, as well as to and from the university and their hotel. For this we could reserve a U-Car from the University and a qualified driver would transport the guest speaker while they are visiting.

\$ 1,800

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.

With the intention of hosting the guest speaker on campus for at least 2 days, we would need to be prepared provide meals and lodging for 3 days and 2 nights. We would offer a 2-night stay at a nearby hotel, and the state approved limit of \$31 per-diem for meals.

\$600

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?

To assess the benefits of hosting a guest speaker, we would create a digital survey through OrgSync to gather data regarding students' opinion as to the relevance, usefulness, and enjoyment of their experience with the guest speaker. We will also conduct informal verbal interviews following the various events to evaluate what, if anything, the attendees gained from the event and if they would like to see this kind of event done differently in the future.