

SAF Annual Proposal Form for the 2016- 2017 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2015 until 5:00pm on January 14th, 2016. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2016 to 2017 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 5, 2016 and February 12, 2016. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time. If the dates change, groups will be given 10 business days' notice.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 1, 2016 and April 8, 2016. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

This is a two part-application. Please complete both this document and the funding excel spreadsheet and submit to the Dropbox by 5pm on January 14, 2016. Only applications that have submitted both documents by the deadline will be considered complete.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

* Indicates a required field

SAF Annual Proposal Form

Proposing Group*

(E.g. Career Center, Sustainability Club, Social Justice Organizers, etc.)

Business & Organization Leadership Development (BOLD)

Department/Organization*

(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)

School of Business Initiative for all University of Washington-Bothell Undergraduates in any School, Program, or Major

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.

Susan Gibson

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. Include a regularly checked email as the SAF Committee contacts groups primarily through email.

gibsos@uw.edu

Contact Phone*

Include the phone number of the 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.

425-352-5255

Faculty/Staff Member*

Discuss your request with a staff or faculty member (i.e. Student Engagement and Activities staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual. This person will also be listed as the budget owner.

Susan Gibson, Faculty Senior Lecturer, Part-time, and Assistant Director, School of Business. Reporting to Dr. Sandeep Krishnamurthy, Professor and Dean of the School of Business.

Faculty/Staff Member Email*

Provide the email of the faculty or staff member you discussed your request with.

sandeep@uw.edu

Executive Summary of Your Proposal*

Provide a concise overview of the program, activity, or service for which you seek funding. Explain how your proposal supports UW Bothell's 21st Century Initiatives. Reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

Business & Organization Leadership Development (BOLD) is a signature initiative of the School of Business and the University of Washington-Bothell in non-academic, non-curricular undergraduate leadership development. BOLD offers four programs: *Leadership Lab*; *Leadership Lessons*; *Leadership Voice*; and *Women's Leadership Camp*. BOLD Programs are open to all undergraduates in any school, program, major, or concentration including STEM, CSS, IAS, Business, Education, Nursing & Health Studies, and First Year and Pre-major. BOLD Programs provide *Community Engagement* by partnering with leading community organizations, businesses, CEOs, and executives and networking our undergraduates with them. Leadership Lab is conducted onsite at organizations headquarters, thereby taking students into the community. BOLD Programs provide *Cross-disciplinarity* by mixing multiple industries, fields of discipline, types of businesses, and entrepreneurial organizations, including both for-profit and not-for-profit entities. BOLD Programs provide *Connected Learning* through a close engagement with CEOs, diverse leaders, senior executives, and multiple campus and community members. BOLD CEO Student Ambassadors lead the operational functions of BOLD and represent the diversity of our student population, while acting as servant leaders to engage undergraduates in their own leadership formation and leadership development.

Historically, students have been charged a fee to participate in BOLD Programs. We wish waive fees and fund student participation through scholarships in order to better serve a wider range of students, many of whom cannot afford the fees or any additional expense beyond tuition and texts. This waiver of fees and scholarship underwriting will empower all interested students to apply to *BOLD Leadership Lab* and *BOLD Women's Leadership Camp*, without financial restriction and without socio-economic leveling, and with assurance that the costs to participate, learn, and engage will be covered. It will also allow all undergraduates to attend *Leadership Lessons* and *Leadership Voice* without a modest fee being charged. To increase undergraduate awareness of these funded opportunities, BOLD wishes to expand its printing and media coverage. In addition, BOLD wishes to capture participating student testimonials about their BOLD leadership development growth by developing a video platform to encourage other undergraduates to register and participate. Our BOLD goal is to make these programs available to any and all undergraduate students at UW Bothell who are interested in their personal and professional leadership development and transformation.

Need for this Program/Service*

In 200 words or less:

- Describe the need for this program or service. Explicitly describe how the program directly and/or indirectly benefits the UW Bothell campus community.
- Include any data that might support your proposal (e.g. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, provide that information here.

Since its inception and launch in Academic Year 2012-2013, BOLD has filled 1,400+ undergraduate seats. The programs are now in the fourth academic year of operation including AY 2012-2013; AY 2013-2014; AY 2014-2015; and AY 2015-2016. Range of undergraduate participation per program is as follows: *BOLD Leadership Lab* 35 to 50; *BOLD Women's Leadership Camp* 35 to 50; *BOLD Leadership Lessons* 35 to 150; *BOLD Leadership Voice* capped at 50 to preserve student-CEO interaction. Evaluation ratings for these programs are in the high 4.0+ out of 1.0 low to 5.0 high rankings. Multiple participating BOLD students have achieved jobs, internships, and project appointments as a result of their engagement in these programs. Student testimonials include the following key descriptors: "transformational"; "well worth it"; "amazing"; "powerful"; etc.

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

In 200 words or less:

- Indicate the benefits of your proposed program for students.
- 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.

With scholarship funding for *BOLD Women's Leadership Camp*, 100 undergraduate students will be served; with scholarship funding for *BOLD Leadership Lab*, 50 undergraduates will be served; with fee waivers and underwriting for *BOLD Leadership Lessons* and *BOLD Leadership Voice*, 400+ undergraduates will be served. In addition, the BOLD Programs will engage 60+ community members and leaders.

Assessment plan for the program or service*

- How do you plan to track the effects of this program or service?
- How would you track how successful it was and what you could change in the future?
- If needed, include any other information you feel is relevant to your request.

We track success through business intelligence including: how did you hear about this program; what is your school affiliation; what is your level (freshman, sophomore, junior, senior); how many prior BOLD Programs have you attended? We track success through qualitative comments: on evaluations; in interviews; in testimonials. We track success through numeric rankings on evaluations using a scale of 1.0 low to 5.0 high.

Salaries/Wages

Describe the funds you are requesting in detail below including: number of positions, hours per week, position title, salary, etc. Explain any differences or distinctions in positions. Benefits will be calculated on the spreadsheet, as appropriate. Put total dollar amount of salaries/wages in the bottom of this box and on the spreadsheet.

N/A

Programming/Events

Describe the funds you are requesting in detail below, including: costs relating to security, honorarium, hospitality, and contracted costs, etc. Put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

Scholarship fees for *BOLD Women's Leadership Camp*: \$500.00 per participant @ 100 participants for a total of \$50,000. Scholarship fees for *BOLD Leadership Lab*: \$500.00 per participant @ 50 for a total of \$25,000. Fee waivers for 400 students attending either *BOLD Leadership Lessons* or *BOLD Leadership Voice* @ \$20.00 for a total of \$8,000.

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below including: facilities rentals/set-ups, custodial fees and clean up. Put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

N/A

Printing & Photocopying

Describe the funds you are requesting in detail below. Put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

Printing and photocopying not to exceed \$6,500.

Office Supplies

Describe the funds you are requesting in detail below. Put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

General office supplies not to exceed \$3,000.

Food/Refreshments

Describe the funds you are requesting in detail. Review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

N/A

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

N/A

Transportation

Describe the funds you are requesting in detail below including: in state or out of state, justification for out of state travel and type of transportation. Note: flight booking is managed through the University. Put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

N/A

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Ensure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Note: hotel bookings are typically managed through the University. Put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

N/A

Operations

Describe the funds you are requesting in detail below. Put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet. Phone lines should be calculated at \$10 per line per month.

<http://www.washington.edu/itconnect/service/telephones-and-voicemail-services/>

Video recording, editing, and packing not to exceed \$6,000.

Other

Include any other expenses that do not fall under any of the above categories, in detail. Put the total dollar amount of other in the bottom of this box and on the spreadsheet.

N/A

Total Amount Requested*

List your total amount requested, using the total from the spreadsheet.

Terms and Conditions*

By submitting this application, you are agreeing to the terms and conditions below:

- 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 total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 5, 2016 and Friday, February 12, 2016. Someone from my group will be available to attend a brief hearing scheduled during that time frame.