

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.)

Club Council

Department/Organization*

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

Student Engagement and Activities

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.

Mai Vo

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.

uwbclubs@uw.edu or maiwo@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.

453-352-3518

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.

Missy Dominguez

Faculty/Staff Member Email*

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

missyuwb@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>

Club Council is requesting the funding for a central website platform (Orgsync) where student organizations and clubs can operate from. A central website platform is important because it will help student organizations on campus organize, create better visibility, showcase UW Bothell's student involvement growth, and more.

Orgsync serves as an important tool to facilitate and showcase involvement opportunities to students. Involvement is very important at UW Bothell because students are able to foster relationships with their community and gain valuable experiences that could help them beyond their undergraduate/graduate careers.

Therefore, Orgsync directly supports the elements of the 21st Century Campus Initiative, including Resourcefulness, Diversity, Community, Sustainability, Growth, and Student-Centered.

Orgsync is a *resource* that all students have the ability to utilize. Within itself, it has many resources that students can refer to in order to find more support with how to successfully plan and execute events and programs, request budgets, find opportunities to get involved, and more.

Orgsync supports the elements of *Community, Growth, and Student-Centered* because the valuable main function of Orgsync is to create a community where students can come together to connect, plan, and share their experiences. Orgsync is a platform that offers many resources to students that enhances "student services to support academic success and enrich student life."

Lastly, Orgsync supports the initiative of *Diversity* because student organizations and clubs use this resource to help create visibility to not only their diverse mission and goals but also their events and programs. These student organizations and clubs within Orgsync cater to a diverse student body with its endless opportunities.

Orgsync supports student organizations and clubs by bringing them all to one place. This is directly *sustaining* their legacy on campus because students can come to one central place for more information to find resources, many involvement opportunities, and create discussions on how to improve and network.

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.

Orgsync's contract with the University of Washington Bothell is ending in July 2016. To provide a more concise and inclusive community, Club Council is requesting funds to renew Orgsync's contract.

Orgsync is vital to student involvement on campus because student organizations and clubs utilize this resource to manage student involvement, market their student organizations or clubs to promote getting involved, and to share information with each other.

Orgsync provided the basic functions to effectively organize programs and events on campus during the past 5 years. It has been the central platform representing student involvement on campus and served as a tool to gather interest for UW Bothell student organizations and clubs during. Along with that, Orgsync is also a formal way for administrative users to see statistically how many students and clubs are actively involved on campus.

Orgsync is important because this is where many student organizations and clubs review budgets and ask for funding for their programs and events. Student Affairs uses Orgsync to support with fulfilling audit requirements. It would be enormously difficult and cumbersome to track approvals, reviews, and purchases to the standards required by UW without such software.

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.

Orgsync will benefit the entire UW Bothell community – specifically general students entering and returning, student organization and club leaders, staff and faculty under the multiple Student Affairs and Academic departments.

Currently, Orgsync has 4,186 users with 91 active portals (student organizations and clubs). Statistically, there was a steady average increase of 875 new student users per year as shown on Orgsync. During the past 3 years, the increase of new students admitted into UW Bothell helped increase student involvement because the new students are looking for opportunities to connect with their campus.

This data shows that not only current students will benefit from the use of Orgsync but also new students because they are able to use Orgsync to find resources and opportunities to get involved.

These students are connected to various staff and faculty members in the Student Affairs and Academic departments who support their mission and goals.

Orgsync impacts everyone at UW Bothell because it is the central platform where anyone can use to share information, create discussions, and network with each other.

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.

During the past few years, Student Engagement and Activities have been conducting focus groups to learn more about how to improve our central student involvement platform. These focus groups gave valuable insight for this current proposal.

Club Council also worked along with Student Engagement and Activities to review the feedback and have conducted their own surveys this year during events such as Club Camp and Orgsync VS Collegiate to get more student feedback.

In the future, Club Council plans to continue to regularly track the growth of student organizations and clubs on campus by reviewing the number of new and returning student organizations and clubs on campus every year.

Formally, Club Council will incorporate questions on how to improve Orgsync and the user experience in their quarterly assessments and surveys. Informally, Club Council will continuously check in with student users on how to improve their experience during Officer Trainings and during 1 on 1s.

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.

Club Council would like to request to renew the basic 5 year subscription with OrgSync with the upgrade for **2 umbrellas, 200 portals, and additional features** that will address the student feedback received in order for the UW Bothell community to use OrgSync to the best of its ability. The total request for everything comes to **\$125,000**. The following is in the order of importance.

- 1. \$107,550.52 for a 5 year contract renewal with 2 Umbrellas and an addition of 200 portals, UPFRONT PAYMENT (10% tax included - \$97,773.20 w/o tax)**

The last 5 years, UW Bothell's contract only stated 100 portals. The request to increase the number of portals to 200 is needed in order to accommodate the growing UW Bothell community. Currently, there are 91 portals active. The request for 2 Umbrellas instead of 1 will help better organize the site, which was a reoccurring feedback that clubs gave us to need to be fixed for Orgsync. The amount stated above is the *UPFRONT payment quote*. The quote for the annual payment would be more expensive than the one down payment quote. The quote for the annual payment is \$114,854 with 10% tax included. To be better stewards of funds, Club Council has decided it would be efficient for the university to make one down payment for the 5 year contract instead of one every year.

- 2. \$2,200 for Authentication (10% tax included - \$2,000 w/o tax)**

From the data we collected, students expressed that they'd be more likely to utilize OrgSync if they were not required to register or remember their email and password that they signed up with. By including authentication, students can sign into OrgSync with their NetID.

- 3. \$3,850 for Orgsync 2-day on campus training (10% tax included - \$3,500 w/o tax)**

We find that it would be helpful if we could bring an OrgSync representative to campus so that they can train UW Bothell students and staff on what the platform can offer. This will help give many people background knowledge on how to use the platform more efficiently.

- 4. \$5,118 for Orgsync Connect Conference (for 3 people, all inclusive)**

Lastly, we find it beneficial in order to learn more about what other campuses are doing with OrgSync and how we can improve our platform by sending the Club Council Advisor, Chair,

and member to OrgSync Connect. OrgSync Connect brings together campus partners from around the world to share creative ideas and practical strategies for how to better engage students. We estimate the all-inclusive cost to attend the conference with registration, travel, and accommodation expenses for 3 people to be no more than \$5,118.

5. \$6,281.48 for unanticipated costs such as quote changes, shipping, other tax, and new features that aren't available at this time but may be later on.

TOTAL: \$125,000.00

We're asking SAF for your support in ensuring we can best implement OrgSync as a crucial tool to involve our students on campus.

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.

N/A

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.

N/A

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/>

N/A

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.

\$125,000.00

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.