

## **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.)

The Parent Union at the University of Washington Bothell

## Department/Organization\*

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

Student Clubs

## 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.

Jessica Cole

## 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.

Jcrc626@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.

425-387-2489

## 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.

Chelsea Knodel

**Faculty/Staff Member Email\***

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

chelseak@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>

The Parent Union of the University of Washington Bothell has a mission to make our campus more accessible to students whom are parents. We have recognized that there isn't significant resources on campus for parent students and aim to make changes that will allow for greater access to campus resources. Therefore, we are requesting funds to facilitate making select spaces family friendly by providing age appropriate educational opportunities for children such as toys, books, and games. This would allow parenting students to have equal access to the UWB facilities that they pay for in their tuition.

The University of Washington Bothell strives to expand access to higher education for the citizens of Washington state and recognizes the demand for postsecondary degrees in our growing community. Because UWB offers a variety of programs spanning from undergraduate to graduate school, the diversity of life stages present within the student body are richly diverse. This diversity translates to greater learning opportunities in the classroom and provides alternate points of view. If parent students are better supported at the UWB it will only increase the diversity in the classroom which is one of the seven 21<sup>st</sup> century campus initiatives.

We turn to you, the SAF committee, due to your mission statement which "protects and enriches the cultural, emotional, intellectual, physical, and social well-being of the student". We are certain that providing family friendly spaces will not only allow for the student to have better access to their education but also affect their emotional and social wellbeing. By making spaces welcoming to both students and their children, student parents will gain the feeling of belonging to the UWB community, acceptance by their peers based on their family status, and the comfort of knowing that they can complete their educational responsibilities without sacrificing any dedication to their family.

Beyond allowing parenting students who are currently enrolled at UWB to have better access to their education, it will make the UWB campus more approachable to future prospective students whom are parents or wish to become parents. This supports the UWB's 21<sup>st</sup> Century Campus Initiative of growth by providing access to premier public education for the large population of parents in our surrounding communities.

When on campus, parent students with children will no longer feel as though they are intruding in a space where they don't belong. When attempting to buy books at the bookstore,

student parents will be able to concentrate so that they are better prepared for the first day of class. When student parents need to meet with their professor or project group they will not have to cancel when their childcare falls through. When parent students need to receive tutoring services offered by the university in the quantitative learning center or the writing center they won't feel helplessly unable to juggle the demands of finding childcare for a one hour appointment. When students have to meet their advisor to discuss their academic goals, they will feel welcome as they are, children included. When student parents are better supported they will have the ability to perform better in the classroom because some of the daily hurdles they have climb in order to access their education will be removed.

These parent students will then lead as examples for their children which will promote higher education for the next generation. When we better support parents we are making lasting change that will span generations.

### **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.

Parent students have to climb many hurdles in order to complete their education. Finding childcare, coordinating schedules, and planning far in advance are among the many. Another hurdle is finding ways to participate in on campus activities like receiving writing guidance at the writing center, getting tutoring at the QSR, buying books at the book store, meeting classmates for a group activity, attending meetings with professors, receiving guidance from an advisor, attending campus events, and many more. These activities are particularly difficult for students whom are parents because there are no child friendly spaces available for children to play while parents concentrate on the task at hand.

### **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.

This service will support many students in the UWB community. Through a survey conducted by Margarita Naumchik of Financial Aid, it was revealed that 385 students reported having a dependent that they supported while attending UWB through their application to FAFSA. This does not include students who cannot apply for FAFSA.

Beyond helping the 385+ students on campus complete educational tasks, it will make UWB campus an option for parents looking to start or continue their higher education and haven't yet applied to UWB. Prospective students who are parents will find UWB a welcoming place for themselves and their families.

In total this request will cost \$60/ student (23,115/ 385 students claiming dependents on their FAFSA). This is not taking into consideration the students who do not apply for the FAFSA. If we were to take those students into consideration, we would see an even lower cost per student.

#### **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.

To assess the effects of having family friendly spaces on campus at UWB, department heads will be contacted quarterly by the Student Ambassador for Family Friendly Spaces to question how often the resources are being utilized, if there are any repairs to be completed, and if there is a high demand for additional toys.

#### **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.

One employee position would be required to clean and maintain the equipment requested.

Title: Student Ambassador for Family Friendly Spaces at UWB  
Hours: once quarterly  
Stipend: \$500/ quarter \$1,500/year

Duties:

Visit all sites with family friendly equipment. Report any necessary maintenance to facilities. Prepare annual report to assess demand for toys based on reports of department heads and the Parent Union. This position would also be in charge of preparing SAF requests for replenishment of toys and purchasing of additional toys for spaces that indicate a need.

**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.

We are allocating \$6,912 to Custodial duties to pay for weekly cleaning and sanitization for 36 weeks out of the year. This estimate assumes no cleaning during the summer quarter.

**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.

We are allocation \$8,796 to purchase various items that will be used to make spaces on campus more family friendly. Included in this list are wall mounted toys, activity tables, a kitchen play set (with accessories), activity center, rug, child size tables, and child sized chairs. This budget includes associated costs including tax, shipping, annual kitchen accessory replacement, assembly, and installation costs.

**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.

We also have budgeted for a %20 rainy day fund that equals \$3,806. This fund will allow for repairs, additional shipping costs, and unforeseeable custodial costs.

**Total Amount Requested\***

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

\$23, 115

**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.