

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.)

Intramural Activities

Department/Organization*

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

Recreation & Wellness

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.

Brandon Johnson

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.

Brandonjohnson318@gmail.com

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.

425-760-5863

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.

Brian Kabel, Program Manager

Faculty/Staff Member Email*

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

Briank24@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 focus of Intramural Activities at the University of Washington Bothell is to create an environment open to all students and that promotes healthy and diverse lifestyles. This is done by fostering healthy competition through organized sports and activities. Student leaders work with the program manager to create an environment that all students feel welcome in.

Intramural Activities are broken down into the following areas:

League Sports: These are sports that are held for the majority of the quarter. Each league has a regular season and a playoff bracket. Teams have an opportunity to play multiple games together. This allows for them to grow as a group and build friendships that extend beyond the playing field. Currently there are three league sports that are scheduled for each quarter: Soccer, Flag Football, Basketball, Ultimate Frisbee and Softball are some of the league sports offered.

Tournaments: While league sports offer more traditional sports, tournaments try to cater to a wider audience. For example, there has been laser tag, League of Legends, gaga ball, golf and bowling. Tournaments are often run due to students requesting that the activity be offered.

Promotion: Intramural Activities use many outlets to promote the sports and activities that are offered. This includes working with Orientation and Transition Programs, Residential Life and Campus Events Board. It also includes participating in Involvement Fairs and Preview Days. This allows for both the students and professional staff to build relationships with their counter-parts across campus to promote their individual programs as well as the University of Washington Bothell.

Intramural Activities support the following 21st Century Initiatives:

Student-Centered: With the exception of the program manager, Intramural Activities are entirely student driven. Student employees facilitate and officiate all sports and activities. Students participate and spectate those sports and activities. Finally, all sports and activities are provided based on requests from students. Intramural Activities strive to meet the desire to enrich student life.

Community: Intramural Activities provide a strong opportunity for community building. Students from all backgrounds come together and compete alongside and against each other in sporting activities. This forges friendships that strengthen the University of Washington Bothell community at large.

Diversity: One of the main goals of Intramural Activities is to get as many students as possible to participate. In order to do this a wide array of sports and activities are offered to try to meet the needs and interests of a diverse campus. Intramural Activities actively seek to enhance the campus commitment to diversity and inclusiveness.

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.

The primary need for this program is that it brings students together outside of the classroom. It allows students to interact with their peers in an environment they normally would not. It creates a feeling of community that might not exist if students are just coming to campus, going to class and then going home. Already this academic year Intramural Activities has served 429 participants with 1,124 participations. That is on pace to serve the most participants in a school year since the program began to host on-campus activities in 2013. Intramural Activities also provide a healthy outlet for students to relieve stress that can accumulate during the course of a school year. It is a safe and structured environment that allows for students to enjoy themselves in between the rigors of school and employment.

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.

The benefits of Intramural Activities include promoting healthy lifestyles, strengthening the University of Washington Bothell community and providing students with an opportunity to learn valuable lessons such as teamwork and dedication.

429 currently enrolled students have already participated in Intramural Activities this academic school year. In addition to that there is an average of 25 student spectators at each event. That puts the program on pace to serve over 1,000 students or 1/5 of the campus.

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.

The effects of this program are tracked in a few ways. The first is by recording the number of participants at each sport or activity. This is important to assist in measuring if a sport or activity should continue to be run. In addition feedback gathered from participants is very helpful in what goes well and what could be changed in the future. This is gathered in both informal discussions as well as a yearly survey. The final way in which the program is tracked is through the feedback of the student employees. Many of them participate in the sports that are offered and can offer feedback from their position as employee and participant.

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.

The funds being requested for salaries/wages are to accommodate 10-12 student staff positions working 8-12 hours per week. The two position titles will be Intramural Supervisor and Intramural Official. There will not be a wage difference in these positions however Intramural Supervisors will be given more opportunities to gain and demonstrate leadership skills. This also includes time spent before each school year going through comprehensive trainings such as diversity, ethics, and workplace conduct trainings. The wage minimum wage increase that will begin January 2017 was factored in to the dollar amount requested.

\$70,000

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.

These funds help to supplement and enhance all sports and activities that are put on. They have been used on things like basketball court rentals, laser tag equipment rental, intramural championship t-shirts, food for Seattle Cup and intramural staff gear.

\$10,000

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.

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.

These funds help provide equipment for the actual sports to be played as well as for the students who officiate them. They are spent on items such as sport rule books, whistles, first aid equipment, staff clothing, jerseys for participants to wear while playing and field paint to create the proper dimensions for each playing fields.

\$5,000

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.

These funds are used to certify all student employees in CPR/AED/First Aid training. They also allow students to have an opportunity for development at conferences and workshops and allow for a professional advisor to join them.

\$7,980.00

Total Amount Requested*

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

\$106,140

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.