



Request for 2024 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 01/30/2024

Due Date: 02/07/2024

Submitter Name: Deaglan An

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Phone Number: 253-692-4429

Department Head Approval:

Department Head: Conor Leary

Requested Amount: **\$193,521**

Departmental Information

STUDENT UTILIZATION

These funds will benefit students in at least one of two ways. This funding will allow SAB to fund up to nine student employment opportunities. On-campus employment is a great opportunity for students to learn and grow to prepare for work post-graduation. These positions are the perfect time to make mistakes and learn from them. Students build skills in administrative tasks, event planning, marketing, customer service, and team building.

Additionally, these funds will be spent on programming. Programming provides on- or off-campus opportunities for students to take a break from their studies and engage with their community outside of the classroom setting. These events can range from large-scale events like Winter Ball or Lights Out where students are having fun and learning how to balance work and life together. They can be creative events like Make & Talk or Clay Creations where students can work with their hands and chat with their peers about the events topic. The SAB coordinators try to bring in different programs to meet students where they are with their needs and wants.

CORE VALUES/MISSION ALIGNMENT

The programming SAB creates, and the programs that Hendrix can show up to support align with Goal # 10 of UW Tacoma's Strategic plan. Specifically, create and expand opportunities to activate our campus and emphasize the use of campus spaces for events. During the fall quarter SAB had utilized and worked with activating the campus' outside space for programming. The first program done outside in fall was the petting zoo, the other was in collaboration with the CSI, and SAB utilized a large tent on PTL for a Bingo Night. SAB also hits on Goal Area 1, section 1.1b of the Student Affairs Strategic Plan. "Goal Area 1: Students", "1.1b Engage all students in at least two co-curricular opportunities...". All SAB event coordinators are required to plan and execute at least two events per quarter, not including small ticketed events.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

Event coordinators are required to create at least two events per quarter. These events can be collaborations with other departments or groups on and off campus. These events can differ in size and content. Which is fantastic, as it can provide different opportunities for different students to get engaged at any level. SAB has a goal to have at least 300 students attend an SAB event. SAB achieved this on October 20th in the fall quarter. Through collaboration, our petting zoo event was timed to fall in line and location with Washington Wednesdays which allowed flow for the event. There were ~160 check-ins. On October 20th, SAB hosted Lights Out at the Y with ~185 check-ins. With just those two events they had reached the goal, which is amazing

As of February 2nd, SAB would have collaborated in eight events on campus. SAB coordinators have worked on collaborating with RSOs (Royal Punjabis, Wordlings, Music Club, Pride Pack, ECHO), on-campus partners (CEI, YMCA, Maker's Space, Pack Advisors, Husky Success Series, OGA) and the greater community (Tacoma Art Museum, Animal Encounters). There are at least six tentative collaboration events for the remainder of the year, and there will be more. Additionally, after an event SAB typically shares left over or unused items to support our RSO students for their events. If a request is sent over social media, the marketing coordinator will share the post during their working hours (unless the event has passed).

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)**Current Data Points for 2023-2024 (as of February 2nd)**

SAB attendance: ~630

Number of Programs: 14

Collaborations:

On-Campus:

Welcome Days, Pack Advisors, OGA, HSS, CEI, Makers Space, Pride Pack, Royal Punjabis, MESAA, Wordlings, Music Club, ECHO Dance, Court 17 RAs

Off-Campus:

Tacoma Art Museum, 100 Words, Animal Encounters

Previous 2 years of data:**SAB Attendance:**

2022-2023: 857

2021-2022: 224

Number of Programs:

2022-2023: 18

2021-2022: 17

Unique Collaborations:

2022-2023: 10

2021-2022: 14

SAB has maintained that each event coordinator must create at least two programs per quarter. Although the number of programs is less this year, coordinators are on track to have met the goal by the end of Winter. Also, event coordinators have put in much effort this academic year to work on collaborative events with RSOs and other departments. While check-in numbers are lower, the number of attendees to number of events comparable to last year. 2022-2023 academic year resulted in ~47.61 students per event and currently the 2023-2024 academic year is at ~45 students per event. There are some events where we were unable to get complete check-in data. There are an additional 6 events that have yet to occur during Winter Quarter. This would put us roughly on par with # of events.

COLLECTION OF FEEDBACK & IMPROVEMENTS

SAB collects data and feedback from our programs primarily through DUBNET. After an event is completed, a survey can be sent out to students who attended it for feedback. Currently, our feedback survey is currently the simple default one, and eventually the goal is to integrate a better survey. Additionally, at tabling and through social media students are asked what they would like to see on campus or as coordinators are planning their events, they may make a marketing request for a This or That series. This or That series, and social media use allow SAB to poll students and give them more choice in what comes to campus. Coordinators may change their plans depending on the answers or feedback they receive. For example, if students asked for more social events that allow them to make friends, the Husky Life coordinator may focus more on events that are based on interpersonal relationship building, like speed friending.

SERVICE BENEFITS TO STUDENTS

On-campus employment has a positive impact on students, and how they engage with work. Students also develop and refine their leadership skills moving on to other leadership positions on campus or to amazing internship opportunities. It is a chance to make mistakes in a low-stake environment, learn from them, and refine their skills.

SAB provides at least eight events per quarter, that are opportunities for students to get engaged with their campus and develop a connection. There have been multiple studies that show a connection with a student's ability to get engaged with their campus and being able to persist through higher education until complete. There can be so much value for students with programming if they take the step to engage. I wanted to share two events as pride points: The first being the Petting Zoo. I would have never anticipated ~160 check-ins for this event. In collaboration with Welcome Days, SAB stacked the petting zoo with Washington Wednesdays & a Kombucha taste test in the same day. The activities were all on PLT but spread out enough to allow for flow. It is a fantastic way to show how engaged the campus can be on campus and outside of just husky hour. Some students went into the petting zoo and had fun, others stayed there for 30+ minutes, because that is what they needed. The second event is Open Mic. Last year, SAB moved Open Mic off campus and into the community to collaborate with ALMA. However, with ALMA closing, a new location had to be chosen. For Fall it was decided to have Open Mic on campus, and then see later if we would want to move it back off campus. Fall quarter's Open Mic was in collaboration with two RSOs: Music Club & Wordlings (Also, shout out to faculty members who shared about the Open Mic). ~15 students showed up and shared their art. These students were able to create an environment and foster a community of safety, and expression so quickly. A student who was a part of Tahoma West was there, and we asked if they wanted to share the info with the artists about how they can submit their work. There was so much passion that grew from that event that for Winter quarter SAB & Music Club are planning two open mic nights.

Sometimes it is clear what a student can gain or learn from attending an event like a speaker series or a lunch and learn. Other times it isn't as clear. Yes, at Open Mic night students got to work on their presentation skills, and they also developed community together. A petting zoo is a small way to encourage work/life balance, and the importance of taking a break to take care of yourself.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Wages for 9 student staff: 4 Event Coordinators, 2 Mascot Ambassadors, 2 Marketing and Outreach, 1 Chair E001	
	Student Staff Wages:	\$94,374
	Fringe @ 20.5%:	\$19,347
PERSONNEL TOTAL:		\$113,721

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Honorarium for performers, marketing services; performers will include musicians, Drag Kings/Queens for Pride, Slam Poets, comedians, mascot appearances, etc. S001	\$30,000
Other Services	Background checks for 9 student staff. Equipment and facility rentals and "other contracted services". S002	\$21,000
Travel	Travel Reimbursements for off-campus Hendrix appearance requests. S003	\$800
Non-Food Supplies & Materials	Supplies and Materials for SAB events and programs, as well as Hendrix the Husky (suit) S004	\$25,000
Food	Food for training & events S005	\$3,000
SUPPLEMENTAL TOTAL:		\$79,800

PERSONNEL TOTAL:	\$113,721
SUPPLEMENTAL TOTAL:	\$79,800
COMPLETE PROPOSAL TOTAL:	\$193,521

Supplemental Documents



POTENTIAL EVENT SPENDING

Excel to break down how budget could be spent based on quotes and spending from previous years.



SAB JOB DESCRIPTION

Brief description of SAB positions: Chair, Event Coordinators, Mascot Ambassadors, and Marketing & Outreach.



EVENT DATA

Excel sheet to show event, check-ins, and collaboration.



WAGES & BUDGET BREAK DOWN

Excel sheet has two pages. Page one breaks down wages and hours of student staff. Page two breaks programming budget.