



Request for 2019/20 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name:	<input type="text" value="Center for Service and Leadership"/>	Create Date:	<input type="text" value="11/07/2019"/>
		Due Date:	<input type="text" value="11/08/2019"/>
Submitter Name:	<input type="text" value="Elizabeth Hansen"/>	UW Email Address:	<input type="text" value="hansen7@uw.edu"/>
		Phone Number:	<input type="text" value="253-692-4685"/>
Proposal Authors:	<input type="text" value="Jessy Wolff, Nicolas Roberts, Aiyana Joseph, Nicole Nichols, Elizabeth Hansen"/>		
Department Head Approval:	<input checked="" type="checkbox"/>	Requested Amount:	<input type="text" value="\$4,902"/>
<input type="text" value="Bernard Anderson"/>		Approved Amount:	<input type="text" value="\$0"/>

Departmental Information

SPECIAL ALLOCATION CRITERIA

Each aspect of this request falls under the "unforeseen" category.

Additional student hours: In October 2019 we learned that Paul Procriv, Civic Engagement Specialist, had taken a new job and was leaving UW Tacoma. Elizabeth Hansen, Assistant Director of Student Involvement and Leadership will be providing temporary support while we do a full programmatic review and make plans for the exciting future of this program. As such, we do not anticipate hiring a full-time replacement during this academic year. To help with coverage and taking on some additional duties around the office, we are requesting an additional pool of student employee hours for Winter and Spring quarters. These hours may be used by current staff, who are each funded for up to 15 hours per week. We may also consider hiring an additional student worker with these hours to assist with office coverage. We are requesting an additional \$2,400.00 which would provide 800 additional student hours across the two quarters.

Food budget: In doing an initial review of the CSL budget, Elizabeth discovered that a food line was not requested during annual allocations. However, programs in this office have some specific food needs. Student employees have two training times, fall and spring quarter, where food is provided for the all-day training. There are also food expenditures for the annual Day of Caring event, which was held on October 19, 2019. Food is also necessary for the BreakAway programs – students are living away from home for the duration of their trip and cook together to build community and debrief at the end of the day. We are asking that \$1,000.00 be allocated to a food budget to support these initiatives.

BreakAway funding increase: At this time, student applicants to the program are reporting high levels of financial need, and we predict the current budget will not cover all expenses. Historically students have been asked to pay a \$50.00 commitment fee when they are accepted to the program, and CSL has always offered a waiver option. With 20+ students participating across both trips, this can account for at least \$1,000.00 of the BreakAway budget. According to last year's winter BreakAway budget report, student contributions did not cover the cost of the trip. We are requesting an additional \$1,000.00 as a financial cushion for students in need, as we never want cost to be a limiting factor in students' ability to participate in service activities such as BreakAway.

STUDENT UTILIZATION

Additional student hours benefit all students as it provides adequate time for our student employees to develop and implement programs and provide coverage for the office space. The Center for Service and Leadership is an open office that any student on campus can use. In addition to student stopping by for information on our programs, students also utilize the space to study, do homework, print, and hold RSO meetings. Additionally, we want our office to be a resource for students who are looking for a sense of community and support. The more we can offer in terms of making them feel welcomed and accepted, the more successful our office will be. Providing additional funds for our BreakAway program will reduce the financial impact on participating students. As stated previously, we never want cost to be a limiting factor in students' ability to participate in service activities.

STATEMENT OF ASSURANCES

All the funds requested are for a student-specific purposes. The food budget will cover some funds already spent on fall quarter training and the Day of Caring. It will also go towards future purchases for the BreakAway program. Since students are staying away from home during the trips, providing food is an essential component of the program. If food funding is not provided through this special allocation request, those charges will have to be transferred to an already-limited-in-funds discretionary account. We believe that the food funds we are asking for are appropriate to come from student activity fees. The BreakAway programming funds will go towards a Winter Break trip planned for January 2-4, 2020, and a longer trip during spring break at the end of March 2020. Student hours will be spent across Winter and Spring quarters as the need arises, but the work done by our student employees is 100% student focused.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

Over 50 students participated in Day of Caring on October 18, 2019 at 4 work sites: St. Leo's, EarthLab, Metro Parks and the UW Tacoma Giving Garden. 8 students are already signed up for the Winter BreakAway trip, with some spots still available. Participants will be supporting a Habitat for Humanity build project.

We are still compiling feedback from this year's Day of Caring event, but below are some reflections from students who participated in Day of Caring 2018 and last year's Winter BreakAway trip:

"This event reminded me that service is key to a fulfilled life. I currently volunteer in a special setting so seeing this other side of service reminded me to be thankful that I have this life." - Day of Caring 2018

"I felt like this event benefitted my health and afterwards I felt filled with compassion and community" - Day of Caring 2018

"Taking this step to be a part of BreakAway has been an exciting part of my education here at UWT. " 2019 Habitat for Humanity

"I Enjoyed my BreakAway- the teamwork, gaining a different perspective, and skills I practiced...!"- 2019 Habitat for Humanity

CSL is committed to collaborations on and off campus. Other collaborations include working with Global Ambassadors, SAB, RSOs and the CEI on the food drive (happening now!) to support The Pantry, supporting RSOs in planning their own service projects, and staff are currently working with the Childcare Assistance Program to once again offer the UWT Gives holiday gift program, supporting student parents.

The CSL is also piloting a new "Pay it Forward" program this year. RSOs can earn "Pay it Forward" points by participating in CSL-sponsored programs. The group with the most points after Fall and Winter quarter will receive support and a small amount of funding from the CSL and the Center for Student Involvement to collaborate on a service project that relates to the goals of the winning organization.

Staff Budget Requests

Category	Details	Amount Requested	Amount Approved
Student / Hourly Staff ³	An additional 800 student hours (@ \$14.00/hour - approved hourly wage beginning January 1, 2020) E001		
	Student / Hourly Total:	\$2,400	\$0
	Fringe @ 20.9%:	\$502	\$0
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>NOTES</p> </div>			
PERSONNEL TOTAL:		\$2,902	\$0

Other Budget Requests

Category	Details	Amount Requested	Amount Approved	Notes
Other Services	Additional funds to support the Winter and Spring BreakAway programs. S001	\$1,000	\$0	
Food	Creation of a food line that should have been on the 2019 annual request. Covers student staff training days and Day of Caring breakfast. S002	\$1,000	\$0	
SUPPLEMENTAL TOTAL:		\$2,000	\$0	

	Submitted:	Approved:
PERSONNEL TOTAL:	\$2,902	\$0
SUPPLEMENTAL TOTAL:	\$2,000	\$0
COMPLETE PROPOSAL TOTAL:	\$4,902	\$0

Supplemental Documents
