



## Request for 2020/202 Funding Services and Activities Fee Committee

### BUDGET PROPOSAL CONTACT INFORMATION

Department Name:

Create Date:

Due Date:

Submitter Name:

UW Email Address:

Phone Number:

Department Head Approval:

Department Head:

Requested Amount:

## Departmental Information

### STUDENT UTILIZATION

Funding allocated towards the operation of Registered Student Organizations (RSOs) go back to students 100%. In order to guarantee success, we have developed a variety of avenues to support RSOs including officer trainings, quarterly meetings, connecting with faculty/staff advisors and enabling access to resources through both supplies provided in the Center for Student Involvement and the online student organization management tool, DawgDen. This request is seeking annual support for Registered Student Organization activity, as well as an opportunity to provide information regarding the department's goals to aid in the successful projection and growth of RSOs on campus.

This request covers funds to support and promote RSOs, including student staffing, general supplies for RSOs and the Center for Student Involvement, involvement and training opportunities, and General RSO Operating Funds. Student staff in this request are the Student Marketing Assistant and RSO Student Coordinator which both provide services directly to students. RSO Operating Funds are made available to all organizations, and is an opportunity for RSOs to create events and social opportunities for their members and the rest of campus.

Large events this fund supports include Club Camp (a day-long mandatory orientation session for RSO leaders), RSO Food Drive, quarterly involvement fairs and the annual Block Party - coming up in Spring Quarter.

### CORE VALUES/MISSION ALIGNMENT

RSOs are a way for students to find their "home away from home" on campus. This especially lends itself to the Culture initiative of the Strategic Plan, specifically:

- Improve satisfaction of faculty, staff and students with the clarity and efficiency of our processes and procedures.
- Improve satisfaction of faculty, staff and students with the quality of relationships on campus, characterized by respect, civility, courtesy and a conflict positive orientation.
- Improve internal communication mechanisms that increase awareness and connection among faculty, staff and students.

We also align with the Equity initiative through a number of our cultural and religious student organizations:

- Improve the satisfaction of traditionally underrepresented students, especially racial/ethnic minority students, with the UW Tacoma experience.
- Increase opportunities for students to understand and embrace the assets of our diverse communities through local and global learning and engagement experiences.

We are always looking to improve the services we provide, and look for new ways to impact students, which speaks to the Growth initiative by:

- Improve and expand facilities, technology and resources as the campus grows.
- Increase the satisfaction among students with student life infrastructure, such as options for parking, dining, housing and recreation.

### SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

The main goal for RSOs is similar from year to year - to continue increasing RSO knowledge and understanding of resources, services, and policies, and to encourage the development of new or returning organizations. We are in a time of transition, however, with the departure of the Student Facilities Specialist in October 2019. This position was the main point of contact and support for RSOs. We are currently in the middle of the hiring process, but this has leveled out some of the growth in this area due to modified professional staff support. Getting a strong candidate into this new role, which will now hold the Assistant Director title, is our main goal and focus. We are involving students and staff from other areas that work closely with this position to serve on the hiring committee.

Regardless, our goal remains to provide quality service to our students and continue to support the roll-out of some new services that has made the RSO experience better. RSOs are now given direct access to the 25Live scheduling system, which is a big change from previous years. We have a new request process for RSOs, and officers are trained to use the system themselves. The project is successful but we continue to look at ways to streamline and speed up the process. We have also rolled out the new provider for DawgDen, our online home for all things RSOs. This has added some great new features for us, especially the event attendance tracking system. We did have some challenges getting it up and running during fall, unfortunately, which affected our ability to have accurate headcounts for a number of events. We are back on track now in winter and moving ahead.

Student organizations as a whole are collaborative in nature, with students connecting with faculty and staff across campus to serve as advisors for their clubs. This gives them access to another system of support, as well as a deeper connection to the area in which the advisor works. We highly encourage RSOs to collaborate with each other and other offices for stronger and more robust programs. Aside from inter-RSO collaborations, they often work closely with groups like SAB, the Center for Service and Leadership, Bloodworks blood donations, Tahoma West, Center for Equity and Inclusion, and performing at local community events.

#### STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

##### Number of Organizations:

The number of RSOs on campus fluctuates each year. This is due to a variety of reasons, including organizations that take longer to become active each year (we see organizations register all year long) and inactivity due to loss of student-interest or graduating students. We take a variety of steps to help RSOs remain active, include providing recruitment/retention strategies, transition recommendations, and assist with finding interested students and advisors when needed. However, sometimes this is not successful and an organization does become inactive.

- Current Year: 52 organizations so far (2 RSOs in pending application status)
- 2018-2019: 64 organizations
- 2017-2018: 70 organizations
- 2016-2017: 66 organizations

**Number of Students Involved:** We do not track the total number of students involved with RSOs, as it is difficult to get an accurate listing. This is because some students may only attend meetings sporadically, while others are more active from one quarter to another, etc. Additionally, RSOs maintain their own membership rosters on DawgDen and not all organizations remove students who are no longer active at UW Tacoma.

##### RSO Room/Space Requests

- 2019-2020: 130+ requests so far
- 2018-2019: 244+ (*requests in Winter Quarter 2019 was our transition to a new system, and full tracking was not available at this time. This represents summer, fall and spring requests*)
- 2017-2018: 342 total requests
- 2016-2017: 295 total requests

##### Advertising Resources Requests

- Current year: 433 requests so far
- 2018-2019: 813 requests
- 2017-2018: 659 requests
- 2016-2017: 421 requests

##### Club Camp

- 2019: 79 students *\*please see the attached Demographics file for more info*
- 2018: 80 students
- 2017: 75 students
- 2016: 75 students

#### COLLECTION OF FEEDBACK & IMPROVEMENTS

Most feedback for registered student organizations is received through word-of-mouth, email conversations, and face-to-face interactions. Our office, including the RSO Coordinator have an open door policy for students to come by anytime to ask questions, share suggestions or simply seek advice. With the RSO Coordinator stationed in the middle of the Center for Student Involvement, they are very in-tune with what is happening in the space. They are accessible and available to help when RSOs are around working in the Center.

RSOs are encouraged to meet with their RSO Advisor as well as our office as often as needed. Student leaders are encouraged to get involved in planning the general RSO programs, such as the Annual Block Party.

Club Camp is also a crucial time for our office to gain feedback from RSO leaders. We use micro-assessments during the event to obtain feedback from the RSO officers in attendance. This includes large posters placed around the room with various questions, where students are encouraged to leave feedback on post-it notes throughout the day.

All of the feedback that we receive directly impacts the decisions that we make with RSOs.

#### SERVICE BENEFITS TO STUDENTS

The Center for Student Involvement believes co-curricular involvement complements a student's academic program and contributes to their total growth as a student at the University of Washington Tacoma. Benefits from student organization involvement include, but are not limited to academic enhancement, communication skills, scholarship incentives, personal/professional growth, career development, community service, leadership skills, self-confidence, and lifelong friendships.

By operating in a way that students know they can trust in the Center for Student Involvement to receive assistance in support is one of the most meaningful ways we can benefit our students. We can't plan their programs or schedule their meetings for them, but we can provide the tools they need in order to complete these tasks themselves in a successful way. RSOs have many questions, and they are all operating at different levels; so we prepare ourselves to adapt and meet those changing needs. This becomes even more necessary as we continue to increase the number of organizations and their activity on campus.

The students themselves can tell this story the best. Below is a testimonial from an officer our campus's ACLU chapter (American Civil Liberties Union):

"During my time involved in a club at UWT, it has allowed me to meet many different people and form relationships that I otherwise would have not had the opportunity to do so. Such as holding events that involve the greater Tacoma community and interacting with community leaders. Being a part of a club on campus has gotten me to stay on campus longer than I did before I became involved. Due to being in a club, I now look forward to staying

at UWT longer and socializing with members of my club or other students I have gotten to know through different events. As a senior that is due to graduate this year, I can truly say that being involved on campus at UW Tacoma with different events has greatly improved my college experience."

#### ADDITIONAL INFORMATION OF FUND UTILIZATION

A large portion of our budget goes towards the annual Block Party event, which will occur in Spring 2020.

We are also still promoting the availability of RSO Operations Funds, and expect to see a surge in requests during Spring Quarter, a busy time for RSO events. They request it when they need it, which means our office does not control when it gets spent. Any unused funds would be returned to SAFC at the end of the year.

The remainder of our funding goes towards our student staffing, and all positions are full, so they will continue to be paid throughout the remainder of the school year.

## Staff Budget Requests

Category	Details	Amount Requested
Student Staff <sup>3</sup>	<b>RSO Student Coordinator (19.5 hrs/week) and Student Marketing Assistant (15 hrs/week). Wages have stayed consistent with the recommendations set forth by last year's SAFC.</b> E001	
	Student Staff Wages:	<b>\$21,700</b>
	Fringe @ 20.9%:	<b>\$4,535</b>
PERSONNEL TOTAL:		<b>\$26,235</b>

## Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Helium tank rentals, Adobe CC for Marketing Assistant	S001 <b>\$1,440</b>
Other Services	RSO involvement opportunities (Involvement Fairs, Block Party, etc)	S002 <b>\$5,500</b>
	Campus RSO board inserts	S003 <b>\$750</b>
	RSO & CSI promotional materials	S004 <b>\$3,000</b>
	RSO Operations Fund (\$1,000 for cleaning fees, \$6,500 for the operations fund)	S005 <b>\$7,500</b>
Non-Food Supplies & Materials	Miscellaneous supplies; covers a variety of requests from RSOs	S006 <b>\$3,000</b>
Food	Food for Club Camp	S007 <b>\$1,300</b>
SUPPLEMENTAL TOTAL:		<b>\$22,490</b>

PERSONNEL TOTAL:	<b>\$26,235</b>
SUPPLEMENTAL TOTAL:	<b>\$22,490</b>
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$48,725</b>

## Supplemental Documents



### **RSO EVENT DEMOGRAPHICS FORM**

Includes demographic info from attendees at Club Camp and the first two Involvement Fairs of the year