

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Service and Leadership

Create Date: 02/24/2022

Due Date: 04/08/2022

Submitter Name: Rachael Spear

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Department Head Approval:

Department Head: Elizabeth Hansen

Requested Amount: **\$75,566**

Departmental Information

STUDENT UTILIZATION

The Center for Service and Leadership (CSL) develops positive community and student growth through service and leadership opportunities. Funds received from SAFC go directly towards staffing 5 student positions and the supplies needed to offer programs and services to support this mission, including the Husky Volunteers program, leadership development opportunities, and coordinated service opportunities on campus and in the community.

CSL student leaders design service opportunities that incorporate education and reflection so students who participate can make a difference in our communities while learning about social issues and developing a strong sense of self. Despite the strains of virtual operations, the CSL staff has remained active and hosted successful programs including the annual UWT Gives holiday gift drive and small group service projects with Registered Student Organizations (RSOs). Students taking part in their own service opportunities continue to log their hours with the Husky Volunteer program, which provides structure, reflection and recognition for students who serve independently.

The CSL's services and programs align with UW Tacoma's urban-serving mission. Our services and programs are dedicated to engaging students with our community in volunteer services. Volunteer services are a distinct way to gain a new perspective on what is going on in our community and identifying where help, funding and resources are needed.

CORE VALUES/MISSION ALIGNMENT

The CSL's alignment with UW Tacoma's Strategic Plan has not changed. Our programs and services incorporate High Impact Educational Practices (HIPS) which are specified as strategies to achieve our campus' goals related to Students (Indicator C) and Equity (Indicator D).

The CSL will continue to work in support of UW Tacoma's Community goals including increasing community partnerships, increasing the number of students with documented community engagement experiences, and increasing alumni participation (Indicators A, B, D, F, G). In the last year we have started the process of rebuilding our programs back up to what they were pre-pandemic.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

- For the current year, the CSL's main goal was to review and reflect on our programs and to decide the direction we want to go moving forward. We hosted a lot of events in the past that are just not possible right now like they were pre-pandemic, this gave our team the opportunity to really dig deep and set our goals for the future strategically by evaluating and improving our programmatic offerings. Here is what we have discovered and implemented so far:
 - Husky Volunteers:** After reviewing our numbers for Husky Volunteers so far this year, we are hopeful that we are moving in the right direction as we have seen an increase from the past year, and we still have one quarter left! The increase means more students are serving their community and connecting with the CSL to make meaningful connections between their service and what they are learning in their courses at UW Tacoma. We have lots of great opportunities planned for our Husky Volunteers, including the implementation of a volunteer management system (requesting through STFC), and creating more opportunities to volunteer on-campus.
 - CSL Team Structure:** The CSL team has undergone a lot of restructuring in the past few years, and this year was no different. We replaced our Local Events Coordinator with a Leadership Coordinator role, so we have a student employee dedicated to creating leadership development opportunities for students. This is also the first year in a while that the CSL team has had a dedicated Student Civic Engagement Specialist to assist them in the planning and implementation of events. While these changes have been welcome, we are still learning and growing, and hope to implement some more staffing changes to ensure all team members are growing professionally while continuing the mission of the CSL.
 - BreakAway:** After careful consideration of all the great work done in the past through our BreakAway trips, we have decided to discontinue this offering from our portfolio. We used the year to gather student feedback, consult with the national BreakAway Organization to gain expert advice, and participated in multiple trainings offered by the group. While we will miss our BreakAway trips, we decided that we want to lean into

the "L" (Leadership) in CSL more than we have in the past, and by doing this we will diversify our offerings and connect with more students. (See below)

- Leadership Incorporation: As stated above, we want to utilize the leadership component of our name more. We have been in discussion with Court 17 to participate in their Living Learning Community model, where a wing of students living in the residence hall will participate in leadership development opportunities and connect their learning from the classroom to their involvement on campus. We have applied for a grant through the National Society for Leadership and Success to participate in their program and integrate it into our offerings.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

It has been another challenging year for the CSL, but the student team has risen to the occasion. Some of our programs were still not possible, such as Day of Caring (typically drawing at least 100 students together for a full day of service) and the BreakAway programs (multi-day/overnight service trips for up to 12 students). Overall, the number of in-person volunteer opportunities is still not where it was pre-pandemic, but our students are resuming in-person service more and more each day. Our in-person events have also been put on hold for the most part, with the exception of smaller service projects and our annual UWT Gives Holiday Toy Drive.

We have attached a demographic report that shows students checking into CSL events for the year so far. We gather our data in many formats right now, as it is a challenge to house it all in one system. This report includes events that are not entered in DawgDen such as UWT Gives and service opportunities.

In comparison, here is what our numbers have looked like at the end of Winter Quarter for the last two years:

- 2021-22: 124 individuals had checked in or participated in our programs. This includes drop-in visits to the office, orientation to service appointments, participation in events/programs, or logging hours for Husky Volunteers. 22 students have participated in the Husky Volunteers program logging a total of 1,048.25 hours of service for the 2021-22 school year so far.
- 2020-21: 230 individuals had checked in or participated in programs a total of 514 times. That included drop-in visits to the office, participation in programs, or logging hours for Husky Volunteers. 20 students participated in the Husky Volunteers program logging a total of 1595.25 hours of service for the 2020-21 school year.

COLLECTION OF FEEDBACK & IMPROVEMENTS

5. For all of our service programs and events, we require students complete a reflection component at the end of the event. Reflections are a great way for students to anonymously and openly share what worked or did not work. We regularly review reflection submissions from previous volunteer events and take that information into consideration when planning similar events.

We continue to track participants' information and feedback using web forms, sign-in sheets, and card swipes. We also conduct surveys and interviews, review student reflection, and use a pre/post leadership inventory. The following details are what we have learned and how we incorporate feedback:

- Husky Volunteers: When submitting hours for approval through Husky Volunteers, students are asked to describe the service they completed, and to write a reflection on it. This is where we believe true learning lies, as students build those connections between the work done and the learning acquired. When a student is preparing for graduation from UW Tacoma, they are required to fill out a final reflection for Husky Volunteers that asks them to go into deeper detail about their experience volunteering while obtaining their degree, and the connections made between the service and their learning.
- Service Events and Programs: For our service events, we prepare and send out surveys to collect student feedback, as well as feedback from our community and campus partners through informal conversations and debriefs after the event. We use this information to make informed decisions while planning future events.

SERVICE BENEFITS TO STUDENTS

The CSL programs benefit students by creating opportunities where students are challenged to find their personal voice and agency to address social issues. The most significant way we do this is by pairing experiential learning with personal reflection. Student stories affirm this. When we hear feedback like what is shared below, we know we are on the right track!

- "I wish that we would have been able to do the same level of events on campus this year; I missed to relationships that I have made. With COVID, I have had to broaden the ways that I volunteer my time. This year I focused on virtual volunteering and tried to choose sites where I felt I was actually making a difference. When I return to my hometown, I will be finding a place that I can set down roots and volunteer with for the long run. Volunteering will continue to be a part of the life as long as I am able to do so." -Husky Volunteers Participant
- "We have a move approaching that has caused significant stress to my budget and emotional well-being. Not knowing when how or where to move is already impacting our life, so Christmas hasn't yet even crossed my mind. Thank you for putting things like this together for students with families." -UWT Gives Recipient
- "I can't tell you how much I appreciate you and the team at UW for truly making me feel SO SEEN and valuable" -UWT Gives Recipient
- "My perspective on service has not changed, instead I am committed now more than ever to make sure that my future job/career is focused on service. I am a strong believer that by being just a door or just a call away that people will feel more supported and heard and will most likely be influenced to do the same that it could created a domino affect and everyone will be affected in a positive way. I hope one day service could be incorporated in every job and it could nationwide and create world peace." -Husky Volunteers Participant
- "Volunteering has always been self-rewarding. It's been a big part of my life since a teenager. I think because I'm from a small town and that's just what you do. I have had an opportunity to learn about different perspectives in life. A great way to put yourself in someone's shoes is to try and gain experiences that allow you to see from their view." -Husky Volunteers Participant

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Summer staffing for four coordinators (10 hours per week for 7 weeks) and one student manager (15 hours per week for 7 weeks) E001	
	Student Staff Wages:	\$5,632
	Fringe @ 20.4%:	\$1,149
Student Staff ³	Academic year staffing for four coordinators (10 hours per week for 38 weeks at \$14.49 per hour) and one student manager (15 hours per week for 38 weeks at \$15.00 per hour) E002	
	Student Staff Wages:	\$41,587
	Fringe @ 20.4%:	\$8,484
Student Staff ³	Summer training wages for student staff (4 coordinators and 1 student manager) E003	
	Student Staff Wages:	\$2,918
	Fringe @ 20.4%:	\$595
PERSONNEL TOTAL:		\$60,366

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Marketing (Canva and Mailchimp subscriptions) S001	\$500
Other Services	Program membership and student memberships for the National Society for Leadership and Success S002	\$5,500
	UW telephone services S003	\$200
Non-Food Supplies & Materials	Office Supplies S004	\$200
	Event Supplies (Service events, campus events) S005	\$5,000
	Promotional Items S006	\$2,000
	Staff nametags and business cards S007	\$300
Food	Food for staff trainings, pre-event trainings, and day-long service events S008	\$1,500
SUPPLEMENTAL TOTAL:		\$15,200

PERSONNEL TOTAL:	\$60,366
SUPPLEMENTAL TOTAL:	\$15,200
COMPLETE PROPOSAL TOTAL:	\$75,566

Supplemental Documents



CSL BUDGET BREAKDOWN (2022-23)

Excel file for the CSL budget



STUDENT SERVICE HOURS

Data pulled from DawgDen to show current student service hours. Pulled on March 3, 2022.



CSL DEMOGRAPHIC REPORT

Data for student service hours (pulled from DawgDen on 3/3/2022) and data for UWT Gives.