

## 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

The Student Activities Board's (SAB) aims to "[create] events and provide experiences for the University of Washington, Tacoma Students. Allowing Huskies to connect with the UWT community to promote student engagement, a sense of belonging, and instilling pride". SAB creates opportunities for students to get engaged. Research has shown students who are engaged with their campus are more likely to persist and succeed through their higher education experience. In the 2022-2023 Academic Year, SAB has offered a variety of social opportunities from Winter Ball, Bingo Nights and Speed Friending. They have also offered opportunities for students to share their creative work, as well as learn from others through Open Mic Nights, and Poetry Slams. SAB also includes the Hendrix the Husky program, which is a great opportunity to get students engaged in a small way at any event!

These funds ensure that SAB staff members can devote their energy to developing a variety of engaging opportunities for students and generate excitement for being a part of the UW Tacoma community. Funds also ensure that we can provide experiences like DEFY Tacoma or Zoo Lights. They also allow SAB to enhance programming by providing funding for decorations or prizes that students want or need. SAB and Hendrix strive to make UW Tacoma more than just a place to take classes, but rather a place where students want to stick around and see what is going on around campus.

### CORE VALUES/MISSION ALIGNMENT

**Students:** Programming is created for students by students. By attending SAB events students are provided the opportunity to get involved with their campus community, make new friends, strengthen established bonds, challenge their point of view, and find the value in play and relaxation. Students who are involved with the programming board have the opportunity to grow as professionals, and sharpen the skills needed for their career paths.

**Communities:** SAB continues to seek collaborative efforts and strengthen bonds with on-campus departments and businesses in the surrounding area. Specific events also promote community building by providing opportunities for students to make friends or support and encourage their friends. SAB also makes an effort to provide a diverse selection of performers and artists.

**Scholarship:** SAB provides a creative outlet for students through events like Open Mic Nights, where students can share their talents. Programs that involve diverse speakers and artists also provide students with an opportunity to learn about their world outside of the classroom.

Also, the opportunities of engagement and relaxation contribute to the student's well-being and their ability to persist and succeed in higher education.

**Equity:** SAB programs are created with the idea that they are for all students at UWT. SAB's Identity & Culture coordinator provides programming with diverse speakers and artists. These speakers and artists share their stories and experiences often promoting social justice, and allowing students to expand their knowledge of the world they live in and the spaces they take up.

**Vitality:** SAB has programs that occur during different hours of day. Ranging from Husky Hour, Evenings, Late Nights, and Fridays. These programs encourage students to on or near campus!

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

SAB had three primary goals this year with programming. One was to increase programming targeted towards Court 17 residents, as they are the students who stick around on campus the most. The second was to try and revitalize SAB pack, a group of student volunteers who help out at SAB events. The third was for each event coordinator to put on at least two events per quarter.

During Fall quarter SAB took the time to connect with Court 17 RAs in order to build a partnership to collaborate. In Fall two events were put on in a collaborative effort, both being Karaoke nights: One in October and one closer to December. Events achieved a considerable amount of attendance thanks in part to the help of RAs. SAB also has plans to develop smaller pop-up programs that can happen in Court 17 that students can enjoy to win prizes.

SAB's efforts to incentivize SAB pack came in the form of collaboration with the CSL. Students who volunteer with SAB Pack help out with set up, clean up, and satisfy a variety of roles that facilitate the success of SAB's events. Student's can also earn Husky Volunteer hours! Revitalizing the Pack is an on-going effort from the Marketing & Outreach team. Emails go out when there are volunteer opportunities for the Pack, and understandably not everyone on the Pack may have the time to lend a hand during that event. However, SAB has at least four consistent students they can count on to

help them out! Although four may not seem like a large number, those dedicated students still made a huge difference compared to the last academic year when Pack did not have dedicated members.

Finally, each coordinator during fall and winter quarter has met their commitment to having two events per quarter, aside from the Staple Events coordinator who has the job the plan one large scale event per quarter. SAB coordinators have collaborated primarily with OGA and ISSS these past two quarters with events ranging from corn mazes, DEFY Tacoma, movie theatre buy-outs, and a trip to Snowflake Lane!

In the upcoming quarter SAB has plans to collaborate with the CSL and other organizations for their Day of Caring Event. There are also plans to work with PAWS & ASUWT. SAB also helps promote other events for registered student organizations (RSOs) and departments through their social media. If a post is seen or if a group reaches out to the Marketing Team, the information is shared to the Instagram page. SAB also tries to reach out to RSO's and professors if they feel an event meets their mission. For example, for the Poetry Slam: Retaining Culture in American event the Identity & Culture coordinator reached out to literature professors and professors who advise RSOs like Wordlings to encourage their students to attend an event they will find value in.

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

Due to the amount of events that SAB has been able to put on this year and due to a lack of student engagement platform to accurately track data, it is much harder to do a demographic break down this year or accurately share the number of students who have attended SAF funded programs. It is also difficult to confirm the amount of unique check-ins we received. This year the Center for Student Involvement and Welcome Days have decided to use Microsoft forms as a way to provide some form of check in. This form can only provide the number of check-ins for students who actively scan the QR code without much issue. However, with this method there is no guarantee that every student who attended an event checked-in, nor does it account for unique check-ins. Some students also experienced difficulty with the system.

However, SAB can provide the number of check-ins received from most of the events provided this year in comparison to check-in over the last two years.

##### Current Data Points for 2022-2023 (as of February 12th)

SAB Attendance: ~857

Unique Attendees: Unknown

Number of Programs: 18

Collaborations:

On Campus:

- Welcome Days
- Pack Advisors
- OGA
- ISSS
- CSL

Community:

- Pich Farms
- DEFY Tacoma
- 1000 Words
- Greater Tacoma Convention Center

This year SAB event coordinators were encouraged to meet a minimum of two well planned events per quarter. Ticketed events were not counted towards their minimum, nor were large scale collaborative events like Welcome Days Bingo. SAB does have three more planned events coming up this quarter which would put them at 21 events, four more than last year. SAB, along with their collaborators, have seen a dramatic increase in attendance. The amount of attendees has tripled. Unfortunately, it is unknown if the amount of Unique Attendees has also tripled

This year we have seen that students want to be back on campus and they want to attend events. They have expressed a need for the social opportunities that SAB provides from dancing to speed friending. They have also expressed appreciation for events like make and take spa kits when finals week approaches.

##### Previous two years data:

###### SAB Attendance:

2021-2022: 224

2020-2021: 297

###### Number of Programs:

2021-2022: 17

2020-2021: 25

###### Unique Collaborations:

2021-2022: 14

2020-2021: N/A

#### COLLECTION OF FEEDBACK & IMPROVEMENTS

Students are tracked through a QR code sign in as previously mentioned. Typically, this code is on a table with an event coordinator to help conduct check-in. However, sometimes people do slip past and forget to check in.

This year's SAB team has heavily focused on connecting with their peers and hearing feedback through word of mouth. Students are usually willing to provide feedback during an event or days after to the respective coordinator or a coordinator they have a connection with. SAB has heard comments such as students wanting more dances or more events to connect like speed friending.

Staff meetings are held every Friday to discuss feedback that is given verbally, through social media, or via survey. Time is taken to assess if what is expressed, praised, requested, or critiqued is a note that can improve SAB's efforts or if it's a situation where only one student is concerned. SAB coordinators also take time to reflect on what they believe went well and what they believe could be improved upon from the event they had just put on. From there, they actively try and make any changes that are needed, such as more avenues of advertising events, putting out marketing sooner, and reaching out to other departments to help promote.

SAB also receives feedback from students if they fill out their Welcome Day's surveys involving the event they attended. SAB has already taken feedback from those surveys and has started to implement them into their programming.

**SERVICE BENEFITS TO STUDENTS**

**Staff Budget Requests**

Category	Details	Amount Requested
Student Staff <sup>3</sup>	<b>Academic Year &amp; Sumer Wages for 10 student staff. See attached documents for further details.</b> E001	
	Student Staff Wages:	<b>\$101,989</b>
	Fringe @ 21.5%:	<b>\$21,928</b>
PERSONNEL TOTAL:		<b>\$123,917</b>

**Other Budget Requests**

Category	Details	Amount Requested
Contracted Services	Honorarium for performers, marketing services S001	<b>\$30,000</b>
Other Services	NACA Annual membership, Equipment and Facility rentals, Subscriptions, etc. See full details on budget sheet. S002	<b>\$20,000</b>
Travel	NACA West Annual Conference & Travel Reimbursement. S003	<b>\$4,800</b>
Non-Food Supplies & Materials	Supplies & Materials for SAB and Hendrix the Husky S004	<b>\$25,000</b>
Food	Training & Events S005	<b>\$1,000</b>
SUPPLEMENTAL TOTAL:		<b>\$80,800</b>

PERSONNEL TOTAL:	<b>\$123,917</b>
SUPPLEMENTAL TOTAL:	<b>\$80,800</b>
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$204,717</b>

**Supplemental Documents**



## **WAGES & BUDGET BREAKDOWN**

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This sheet explains how wages (01) were calculated for SAB student staff, and more details about how SAB plans to use the requested programmatic budget. (02-05 lines).



## **POTENTIAL EVENT SPENDING**

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Potential ways funding can be distributed for bigger and better events.



## **SAB EVENT TRACKING**

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Details of Events: Quarter, Student Attendance, Quarter in which event occurred.



## **SAB JOB DESCRIPTION**

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Brief summary of (1) one Chair position, (5) five Event Coordinator positions, (2) two Marketing & Outreach positions, and (2) Mascot Ambassador positions.