



Request for 2024 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 01/27/2024

Due Date: 02/07/2024

Submitter Name: Conor Leary

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Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$58,869**

Departmental Information

STUDENT UTILIZATION

RSOs receive support through officer trainings, quarterly meetings, on-going opportunities to connect with faculty and staff advisors, and from the Center for Student Involvement's continued efforts to ensure they are provided with the resources they need to succeed. This year proved to be a better year for RSOs as interest in joining on-campus events, meetings, and activities increased beginning in Autumn 2022. Although our organizations have struggled maintaining membership, RSO officers have created meetings, events, activities, and environments to engage the UW Tacoma campus. This request is seeking annual support for Registered Student Organization support, including individuals responsible for guidances, resources, and funding avenues. Supporting RSOs is a pivotal goal for the department and our community.

The request outlines the purpose of our CSI student staffing related to RSO support, the supplies made available in the Center for Student Involvement, involvement and training opportunities, and RSO Operating Funds. Student staff in this request are the Student Marketing Assistant and RSO Student Coordinators, a position that has become 2 positions with one student focused on building events and programming opportunities for RSOs and another handling all communication avenues and strategies with the RSO Officers and members. All positions help in distributing information to the campus community. RSO Operating Funds are available to help RSOs create opportunities for members and the campus.

Large events this fund supports include Club Camp (mandatory training for RSO leaders), quarterly involvement fairs, and the annual Block Party (Spring Quarter)

CORE VALUES/MISSION ALIGNMENT

RSOs help create valuable and developmental experiences for students to attend between classes as well as continue a student's day on campus by providing opportunities for meetings and events. These opportunities, activities, and organizations connect to the Strategic Plan through all the following priorities Students, Communities, Scholarship, Equity and Vitality, specifically:

Students

Goal #1 - Improving Recruitment, Enrollment, Retention, and Graduation Rates- The presence of student organizations on a college campus are a major draw and our RSOs have attended Admitted Student Days and Open Houses to provide insight into how students can find belonging on campus in many forms. Campus Involvement outside the classroom has provided significant connection to students and results in strong areas of retention, especially in how comfortable students feel on campus when they are not in classes.

Communities

Goal 4: Enhance the economic vitality of the region RSOs operate independently from the institution and have the ability to support local organizations through fundraising, events, and programming. Many RSOs fundraise for themselves or their endeavors, while also supporting the surrounding the community

Scholarship

Goal 7: Foster a climate of creativity, entrepreneurship and innovation- RSOs allow students to participate in these categories as they work to plan and execute events, build-on meeting structure, develop membership experiences, and broadening a student's understanding of what they may be able to achieve outside of the classroom. They are centers for students to develop their understanding of working with budgets, limitations, and opportunities to bring their ideas to life. The resources provided to them by the CSI and the campus help them understand more about how they can succeed.

Equity

Goal 8: Cultivate an accessible, equitable, respectful and inclusive campus culture.

Goal 9: Attract, engage and retain a diverse community of students, faculty and staff.

Vitality

Goal 10: Intentionally create spaces, programs and activities that encourage engagement with our campus. RSOs embody this principle and through CSI support, they are better able to create spaces that engage students into further understanding their place on campus and in the world.

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. This year, we have worked to assist our RSOs in understanding how they can continue to use our available services and plan engagement opportunities. This year, we introduced the Student Engagement Platform DUBNET very close to the start of the school year and the system has aided our student organizations in having a central location to gather members online, add their events and broadcast out information to members and students, and to achieve access to resources. We have concentrated on making sure that RSOs still have access to as many resources as possible from our office as well as promoting the opportunities they are executing for the UW Tacoma community. RSOs have continued to demonstrate their commitment to ensuring the UW Tacoma community has diverse options for involvement. They have added to the programming calendar of events to our Welcome Days Website, Welcome Days Brochure, and by using our Event Registration form. They continue to make use of the supplies and funding resources available to them in the Center for Student Involvement. They are also helpful in providing feedback, generating ideas, and asking questions to the RSO Coordinators and the Assistant Director for Student Involvement to increase their success.

RSOs have created over 250 activities this year from weekly meetings or activities that they have for their organization and the students at UW Tacoma. Organizations frequently find ways to program and work with one another, as well as pool their financial resources to create engaging experiences. Some event ideas that the organizations have completed this year already are:

A full list of RSO events as reported to DUBNET can be found in **Supplemental Document #4**.

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 have been able to work with other student-focused groups such as Student Activities Board, Tahoma West, the Ledger, and organizations outside of UW Tacoma, especially in fundraising efforts.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

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 allow organizations to 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, including providing recruitment/retention strategies, transition recommendations, intervention to encourage organizations to flourish, and assist with finding interested students and advisors when needed. However, sometimes this is not successful, and an organization does become inactive.

2023-2024: 57 (3 RSO Pending Application Status)

2022-2023: 54 (2 RSOs pending application status)
 2021-2022: 47 organizations (2 RSO are pending application status)
 2020-2021: 57
 2019-2020: 52
 2018-2019: 64
 2017-2018: 70

Number of Students Involved: This year, we have been able to track those students who are engaging with RSOs and becoming members or officers, as long as that information is saved on DUBNET. To be active organizations at UW Tacoma, RSOs must report out information about their officers or membership on DUBNET, while adding their events so that interested students are able to see what's happening on campus and within student organizations. Since DUBNET has been collecting information since its launch at the beginning of Autumn Quarter, over **1648** students are involved through our **57** students organization.

RSO Room/Space Requests

2023-2024- 130

2022-2023- 187
 2021-2022- RSOs reserved 40 times throughout the quarter in the UWY Space, but that does not reflect the meetings and events that may have happened in other places around the campus.
 2020-2021- 188
 2019-2020: 149 (requests for the remainder of the year were affected by Covid-19 Prevention guidelines)
 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
 2015-2016: 262

Involvement Fair

Involvement Fair during the Autumn 2023 Quarter took place in-person on Prairie Line Train over two days, under a tent. Student organizations were given the options to attend once in that two-day period on the day that worked best for their schedule. Students were encouraged to drop by to learn more about the RSOs and to engage with them.

Participating Organizations: 52**Attendance: 254**

Winter Involvement Fair 2024 took place in William Philip Hall & Milgard Hall 110 over a two-day span in-person.

Participation Organizations: 49**Attendance: 226**

COLLECTION OF FEEDBACK & IMPROVEMENTS

Most feedback for registered student organizations is received through meetings with the RSO Coordinators and/or Assistant Director, email conversations, and DUBNET requests or surveys. RSO Officers have also received RSO Round-Ups, emailed to them directly, every 2 weeks. The RSO Coordinator also hosts RSO Office Hours for most of their shifts, which give RSO officers the opportunity to drop in to ask any questions, share suggestions, or seek advice. In all of these encounters, RSOs are reminded of the access they still had to supplies and resources found directly in the Center for Student Involvement or in other areas across campus. The UWTC clubs email and the email for the Assistant Director for Student Involvement are always open and responsive to RSO needs.

RSOs are encouraged to meet with their RSO Advisor as well as our office as often as needed. The RSO Coordinator and Assistant Director of Student Involvement planned at least 1 meeting with each RSO a quarter and attended RSO Officer meetings for updates and to sit in as a resource. Student leaders are encouraged to get involved in planning the general RSO programs, especially in launching the idea to bring Block Party back to campus in Spring 2024.

Club Camp, as a two-day program, is also a crucial time for our office to gain feedback from RSO leaders. We used survey information during each presentation to measure how much students were learning and if they had any in-the-moment questions. We also followed up the program with a survey to understand what topics may have needed more attention, to build resources into the year.

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, heightened communication skills, scholarship incentives, personal/professional growth, career development, community service, collaboration ability, 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 help student organizations to better understand the impact that virtual and hybrid programs can make, and how they can make just as much of an impact as their in-person experiences. RSO Leaders offer tremendous opportunities for our campus to experience so many different kinds of events and perspectives.

Throughout this year, we have worked with our RSOs on how best to communicate, advertise, and execute programs and meetings that drive student connection and belonging. This year, our RSO Leaders and our office have risen to the challenge of imagining new ways to operate within this ever-changing world and the result has been the connection of students to what they need in the moment to experience something to balance their lives against other priorities they may have.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	The Student RSO Coordinators serve as a point-of-contact for UW Tacoma's 65+ student clubs and organizations, assisting them in the execution of their events and meetings, while providing them with resources, guidance, and trainings/workshops for their growth and development. The Student RSO Coordinators brainstorm and develops comprehensive training workshops and activities, as well as designs programming to encourage collaboration between RSOs.	E001
		Student Staff Wages: \$21,546
		Fringe @ 20.5%: \$4,417
Student Staff ³	Student Marketing Assistant who works to produce the Grit List weekly email of happenings on campus in the CSI and beyond. Anyone on campus can submit to the Grit List, our campus TVs, and the UWTC Involvement Instagram to connect students to engagement opportunities.	E002
		Student Staff Wages: \$10,404
		Fringe @ 20.5%: \$2,133
PERSONNEL TOTAL:		\$38,499

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Adobe Creative Cloud for Marketing Assistant Use to produce the Grit List S001	\$420
Other Services	Funding for RSO Involvement opportunities (Involvement Fairs, Block Party, Trainings/Workshops) Campus RSO Board Inserts RSO Operations Fund to support programming and initiatives for RSOs S002	\$16,750
Non-Food Supplies & Materials	Supplies, resources, and items for RSO use including Button supplies, sticker paper, bulletin board paper, arts & crafts supplies, organization materials for RSO Computer stations, and office supplies S003	\$2,000
Food	Food for Club Camp training in Autumn 2024 S004	\$1,200
SUPPLEMENTAL TOTAL:		\$20,370

PERSONNEL TOTAL:	\$38,499
SUPPLEMENTAL TOTAL:	\$20,370
COMPLETE PROPOSAL TOTAL:	\$58,869

Supplemental Documents



RSO COORDINATOR FOR PROMOTIONS & PARTNERSHIPS

The RSO Coordinator for Promotion and Partnerships develops and maintains a system of communication with the organization and their leaders.



RSO COORDINATOR FOR PROJECTS & EVENTS

Point of Contact for UW Tacoma’s 50+ student clubs and organizations, assisting them in their endeavors and providing resources, guidance, and trainings/workshops for their development



RSO_BUDGETARY BREAKDOWN

Information document that further define what is being requested through the lumps sums provided, including wage, benefits, supplies, and other details.



MARKETING ASSISTANT POSITION DESCRIPTION

The Marketing Assistant position in the CSI is responsible for promotion and the construction of the Grit List Weekly email, as well as social media for UWInvolvement and promotion on campus TVs

