

Request for 2025 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement - UWY and Dawg House

Create Date: 11/06/2025

Due Date: 11/07/2025

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Department Head Approval: 

Department Head: Conor Leary

Requested Amount: **\$212**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

The most recent annual allocation period resulted in a significantly reduced operational capacity for student staff. One of the standard student staff tasks was to conduct hourly counts of usage of the CSI's UWY office and, to a lesser extent due to hours limitations, the MAT Dawg House Student Lounge. Given this reduced capacity, I purchased an RFID scanner and setup a paper sign-in sheet to allow visitors to the UWY CSI to tap-in or initial-in so that we could record use. This has worked well to measure total sign-ins and unique sign-ins. However, through the process of writing these SAFC special allocation requests and handling the data, I have since come to realize the number produced is a "floor" on use--it gives us a number of students we had no fewer than, but because some students inevitably go unrecorded, we don't have a fully accurate picture of traffic.

As such, I've most recently purchased a device that detects and counts passages through a doorway. Because the data from this device won't differentiate the sources of the traffic, its count will comprise a "ceiling" on our counts--we will be able to guarantee we had no more than the number of passages recorded. Combined with the "floor" provided by the RFID scanner and the sign-in sheet, we will have a reliable range of student traffic in and out of the space.

STUDENT UTILIZATION

These purchases allow for a more accurate picture of student use. The overall counts will allow us to more effectively provide data to the students of the SAF Committee. In addition to providing overall counts of traffic, the data can be parsed in different ways, such as by day of the week. Examining the data in this way can allow me, other professional staff, and student supervisory staff to make informed choices for how to allocate resources.

For example, if traffic is typically low on a Tuesday, but high on Thursdays, that can inform how we assign staffing to events. We might decide that we can relegate coverage of a Tuesday event to the student already assigned to front-desk coverage. But if the event is on Thursday, we know we need to assign a student exclusively to event coverage.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The RFID scanner was purchased and put into use in July. The doorway traffic tracker is ordered and will be put into immediate use on arrival, pending installation to our doorway.

SERVICE BENEFITS TO STUDENTS

The Center for Student Involvement's office and lounge services help students manage a day on campus more economically by offering alternatives to services they would otherwise have to pay for. This includes access to computers, funded color printing, recreational items, and meal accessories such as utensils. We currently measure use of the CSI through an RFID scanner at the front desk, which is used in conjunction with an excel spreadsheet that logs the RFID entry and automatically records the date and time of the tap-in. Incoming students are asked to voluntarily tap their Husky Card or, alternatively, initial a form at the front desk. If students walk by without doing either, and a front desk worker is at the computer, the worker will manually record the entry of a new student. Because of the voluntary nature of the tap-ins and the fact that the computer connected to the RFID is multi-use*, the system is imperfect, but so far it's provided a more dynamic picture of student use than our old system of hourly counts, which comprised only a static snapshot of one minute per each hour of operation. Because of users who are not recorded, the system does not provide a perfectly accurate count, but what it does provide is a "floor" on our estimates--we can guarantee we had no less traffic than what is presented here.

Since instituting the system on July 21**, the CSI has registered 261 taps or manual entries into the card system, and 110 sign-ins on the paper sheet, comprising a minimum of 371 entries into the CSI space. This constitutes an estimated*** unique taps and unique initial-ins of 100 and 69, respectively.

*Tap-ins only register if the computer is using the count spreadsheet as its active window and a blank cell is selected. If a computer taps when an assistant is checking email, for example, the tap won't register. Only a computer dedicated entirely to tap-ins would provide a perfectly accurate count of RFID taps.

**Count runs from July 21, 2025, to 9:38 a.m. on Nov. 6, 2025.

***Running a formula to count unique check-ins to the RFID scanner and manually entered paper sign-in data is reasonably accurate, but contains some unavoidable margin for error. Unique RFIDs can be guaranteed, but manually-entered entries to the sheet consist of generic identifiers (e.g. "Student" or "pack advisor"). Paper sign-ins consist of initials, which are occasionally shared across students; some paper-sign-in students will identify themselves generically as "student." Because of these factors, as with the overall counts, our measured unique users constitute a floor for estimates--it's possible we have more visitors than what was measured, but we can guarantee we had no fewer than the amount presented.

Staff Budget Requests

Category	Details	Amount Requested
PERSONNEL TOTAL:		\$0

Other Budget Requests

Category	Details	Amount Requested
Equipment	Doorway passage tracker	S001 \$176
	RFID scanner	S002 \$36
SUPPLEMENTAL TOTAL:		\$212

PERSONNEL TOTAL:	\$0
SUPPLEMENTAL TOTAL:	\$212
COMPLETE PROPOSAL TOTAL:	\$212

Supplemental Documents



CSI CHECK-INS

Data harvested from RFID reader so far.



RFID READER ORDER DETAILS

Expense of RFID reader



PEOPLE COUNTER ORDER DETAILS

Order summary for doorway mounted People Counter