

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 01/27/2026

Due Date: 02/06/2026

Submitter Name: Sophia Martinez Tohmi

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Department Head Approval:

Department Head: Conor Leary

Requested Amount: **\$105,216**

Departmental Information

STUDENT UTILIZATION

This funding will allow SAB to fund up to six student employment opportunities. On-campus employment is a great opportunity for students to learn, grow, and cultivate transferable skills to prepare for careers and the workforce post-graduation. These positions are the ideal time for students to make mistakes they can learn from. Students build skills in administrative tasks, event planning, marketing, customer service, and team building. Additionally, these funds will be spent on campus-wide programming. Programming provides on- or off-campus opportunities for students to take a break from their studies and engage with their community outside of the classroom setting. These events range from large-scale events like Winter Ball or Lights Out where students can socialize with peers in a safe setting while learning the importance of work life balance. Events can also be creative and focused on self-care like Clay Creations or Paint n Sip where students get to express themselves artistically while meeting and connecting with peers. The SAB coordinators are tasked with brainstorming innovative and unique programming ideas that will meet UW Tacoma students' needs and wants. Lastly, because there is funding for programming, the programs also have the additional benefit of being a tool to keep students persisting to the completion of their degrees and ideally provide another reason to stay at UWT.

CORE VALUES/MISSION ALIGNMENT

The programming and services proposed align closely with UW Tacoma campus strategic plan by supporting student engagement and activation of campus spaces. Student Activities Board (SAB) programming and the support of Hendrix's appearances align with Goal #10 of UW Tacoma's strategic plan: "Create and expand opportunities to activate our campus ...". Our events intentionally focus on programming in shared campus spaces beyond the classroom. Events are structured to foster connections amongst the UWT community with opportunities for students to meet campus professional staff, their peer student leaders, and learn from various UWT departments. SAB also "[emphasizes] engagement in design and use of campus spaces". SAB has utilized: the CEI, University Y, Dawg House, Husky Commons, WPH, and outside spaces. The first program done outside in the fall was the petting zoo; the other was in collaboration with the CSI, and SAB utilized a large tent on PTL for a Bingo Night. SAB also hits Goal #1, section 1.1b of the Student Affairs Strategic Plan. "Goal Area 1: Students", "1.1b Engage all students in at least two co-curricular opportunities...". All SAB event coordinators are required to plan and execute at least two events per quarter, including small, ticketed events.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

The Student Activities Board aims to create events and provide experiences for the students at the University of Washington, Tacoma. Programming allows Huskies to connect and develop a community for themselves at UWT by promoting student engagement, developing a sense of belonging, and instilling pride. SAB provides students with events and opportunities that can allow them to take a break from work or school, connect with their peers and learn more about the world and themselves. So far in 2025-2026, SAB has offered a variety of opportunities to socialize and be active on campus. These events range from staple events like "Lights Out!" to academic ones like Studython with TLC, and creative ones like Craft-A-Mask or Clay Creations. These events have been a great opportunity for students to connect with each other and to what UWT has to offer them.

The Student Activities Board & the Hendrix the Husky program have three goals, two for SAB and one for Hendrix. SAB's goals for the 2025-2026 academic year are for each coordinator to plan a minimum of two events, and to reach 400 check-ins per quarter. Hendrix's main goals for the academic year are to have at least two appearances per mascot ambassador, meaning at a minimum of four total. So far, SAB has been on track for both attendance and event creation goals. Last quarter, SAB had just over 500 students in attendance. We are anticipating a similar outcome for the end of the Winter Quarter.

So far SAB has directly collaborated with the following on-campus departments and organization:

- Center for Student Involvement
- Welcome Days
- Teaching and Learning Center
- Center for Equity and Inclusion
- University YMCA
- Pack Advisors
- Alumni Relations
- ASUWT
- Pride Pack
- Tahoma West

In terms of promotion, the Outreach Coordinators make an effort to reply to Instagram messages for requests to share stories and posts. This has been great as it allows SAB to share other departments' programming, and in turn other departments have helped us out with promotion. We also support promoting other departments and organizations during our events. Usually, the event coordinators or I will ask RSO's or other departments if they have any events that they need to promote.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

Data:

Check-ins as of Feb 6th: ~708

Unique Check Check-Ins: 485

Unique Graduate Students Check Ins: 50

Unique Undergraduate Students Check Ins: 408

Planned Events (as of Sep 2025-Feb 2026): 21

Previous 2 years of Data

2025-2026 = ~535 check ins (as of SAFC due date)

2024-2025 = ~ 630 check ins (as of SAFC due date)

Number of Programs

2025-2026: 14 events

2024-2025: 14 events

COLLECTION OF FEEDBACK & IMPROVEMENTS

When student coordinators create their event page on DUBNET, they have a setting to collect feedback data. This sends out a survey to students who attend the event after a amount of time to provide feedback. This is one of the ways that SAB collects data. Our primary way of collecting feedback is through word of mouth. Coordinators seek feedback while they're promoting to find out what kind of events students would like to see. They have also continued to do polling to help further flesh out their event ideas. For example, if a coordinator wants to do Stuff-a-Study Buddy or a movie event, they might go around campus or to Instagram to ask students what they would like to see.

Typically, for check-in we use DUBNET's QR code check in system. For some events like Lights Out or a ticket event like Winter Ball (past) we utilize different methods for check-in. For Lights Out we utilize the YMCA check-in and our waivers to assess how many students attended, for an off-campus ticketed event we utilize physical tickets, and a list of names of people who reserved.

Feedback is put into consideration right away, especially for events that reoccur. Coordinators have utilized this to improve Open Mics. If feedback is for specific items or ideas, those too are also put into consideration right away. That type of feedback allows the coordinators to know what students want to see and essentially finalize the details.

SERVICE BENEFITS TO STUDENTS

Our program and services benefit students by supporting their professional development through employment, leadership skills, and a sense of belonging on campus. On-campus employment plays a pivotal role in shaping students' skill sets and adding to their professional toolkit. Student employees are tasked with real responsibility in a low-stake and safe environment. They are encouraged and challenged to be creative, communicate with others, solve problems, and be able to work with a team. Many students hold other leadership positions and secure internships, showing that the work they do with SAB creates a positive meaningful impact. Student Activities Board (SAB) programming aims to enhance student engagement on campus. SAB provides at least eight events per quarter; these are accessible opportunities for students to get engaged with their campus and develop a connection. There have been multiple studies that show a connection with a student's ability to get engaged with their campus and being able to persist through higher education until complete. There can be so much value for students with programming if they take the step to engage.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	1 SAB Chair wage for academic year (12 hrs/week) and summer (3hrs/week). E001	
	Student Staff Wages:	\$8,812
	Fringe @ 16.2%:	\$1,427
Student Staff ³	2 Mascot Ambassadors All Year E002	
	Student Staff Wages:	\$8,017
	Fringe @ 16.2%:	\$1,299
Student Staff ³	4 SAB Event Coordinators for academic year (12 hrs/week) and summer (4hrs/week). E003	
	Student Staff Wages:	\$35,630
	Fringe @ 16.2%:	\$5,772
Student Staff ³	SAB Chair 18 training hours E004	
	Student Staff Wages:	\$313
	Fringe @ 16.2%:	\$51
Student Staff ³	SAB Event Coordinator 18 training hours E005	
	Student Staff Wages:	\$617
	Fringe @ 16.2%:	\$100
Student Staff ³	Mascot Ambassador 5 training hours E006	
	Student Staff Wages:	\$86
	Fringe @ 16.2%:	\$14
Student Staff ³	Staple events 18 training hours E007	
	Student Staff Wages:	\$308
	Fringe @ 16.2%:	\$50
Student Staff ³	Marketing and Outreach 18 training hours E008	
	Student Staff Wages:	\$308
	Fringe @ 16.2%:	\$50
PERSONNEL TOTAL:		\$62,853

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Fees for performers, marketing services; performers will include musicians, Drag Kings/Queens for Pride, Slam Poets, comedians, mascot appearances, etc. S001	\$13,447
Other Services	background checks S002	\$315
	uniforms and name tags S003	\$50
	Programming S004	\$9,785
	HRPM Workday Fee S005	\$753
Travel	Hendrix Reimbursement S006	\$200
Non-Food Supplies & Materials	Supplies and materials for both SAB and Hendrix S007	\$11,557
Food	Food for events S008	\$6,257
SUPPLIMENTAL TOTAL:		\$42,363

PERSONNEL TOTAL:	\$62,853
SUPPLEMENTAL TOTAL:	\$42,363
COMPLETE PROPOSAL TOTAL:	\$105,216

Supplemental Documents



BUDGET PROPOSAL BREAKDOWN 2026-2027

Excel sheet with primary and secondary budget proposal breakdown.



SAB CHAIR POSITION DESCRIPTION

Outline of responsibilities and duties.



SAB COORDINATOR POSITION DESCRIPTION

Outline of responsibilities and duties.



SAB MASCOT AMBASSADOR POSITION DESCRIPTION