



# Request for 2026 Funding Services and Activities Fee Committee

## BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 02/02/2026

Due Date: 02/06/2026

Submitter Name: Sophia Martinez-Tohmi

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Department Head Approval:

Department Head: Conor Leary

Requested Amount: **\$23,777**

## Departmental Information

### STUDENT UTILIZATION

The additional funds requested will allow SAB student staff to increase and scale out events offered throughout the year and begin planning for academic quarters in advance in the summer months. Additional work hours allotted to students will increase the ability to focus on event development, marketing, and campus-wide outreach to the greater UW Tacoma student population with the hopes that it continues to increase attendance and student participation.

As SAB has continued to develop consistent programming, this often results in student reaching and exceeding their weekly work limits. Students have to flex their work time the following week, leaving them with less time to continue planning their weekly events. Additional funding for student employment would allow the Student Activities Board to deliver efficient and meaningful programming to all students.

Increased funding for food is an essential component to student attendance as SAB continues to see an increase in student registration and attendance. With food insecurity already being an issue this campus faces, providing food through SAB programming reduces barriers by providing basic needs. SAB is focused on creating accessible, inclusive opportunities outside the classroom in which students can interact with their peers. SAB wants to be able to do programming after class hours where it would be important to have food for students to feel like staying on campus late is a reasonable choice.

### 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 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. If they do, we try to share a flyer either physically or digitally.

## 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 x 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 <sup>3</sup>	<b>Increase of summer hours for SAB Chair from 3 hours to 5 hours a week.</b> E001	
	Student Staff Wages:	<b>\$452</b>
	Fringe @ 16.2%:	<b>\$73</b>
Student Staff <sup>3</sup>	<b>Increase of academic hours for SAB Chair from 12 hours to 18 hours a week.</b> E002	
	Student Staff Wages:	<b>\$4,067</b>
	Fringe @ 16.2%:	<b>\$659</b>
Student Staff <sup>3</sup>	<b>Increase of academic hours for SAB Event Coordinators from 12 hours to 17 hours a week.</b> E003	
	Student Staff Wages:	<b>\$13,361</b>
	Fringe @ 16.2%:	<b>\$2,165</b>
PERSONNEL TOTAL:		<b>\$20,777</b>

## Other Budget Requests

Category	Details	Amount Requested
Food	Food for events	S001 \$3,000
SUPPLEMENTAL TOTAL:		\$3,000

PERSONNEL TOTAL:	\$20,777
SUPPLEMENTAL TOTAL:	\$3,000
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$23,777</b>

## Supplemental Documents



[SAB MASCOT AMBASSADOR JOB DESCRIPTION](#)



[SAB COORDINATOR POSITION DESCRIPTION](#)



[SAB CHAIR POSITION DESCRIPTION](#)



[BUDGET PROPOSAL BREAKDOWN 2026-2027](#)

Excel sheet with primary and secondary budget proposal breakdown.