



Request for 2020/202 Funding Services and Activities Fee Committee

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 Center for Service and Leadership (CSL) develops positive community and student growth through leadership and service opportunities. We are requesting funding for the staffing and supplies needed to offer programs and services to support this mission, including the Husky Volunteers program, Alternative BreakAway and coordinated service opportunities on campus and in the community.

CSL student leaders design service opportunities that incorporate education and reflection so participants can make a difference in our communities while learning about social issues and themselves. Already this year these events have included the annual Day of Caring and the Pierce County Point in Time Survey, as well as a three-day Winter BreakAway program. Students participating in their own volunteer opportunities continue to log their hours with the Husky Volunteer program, which provides structure, reflection and recognition for students who serve independently. [137 words here]

The Center of Service and Leadership's services and programs aligns with UW Tacoma's urban-serving mission. Our services and programs are dedicated to engaging our students with our community in volunteer services. Volunteer services are a special way to gain a new perspective on what's going on in the community and where is help/funding/resources needed.

CORE VALUES/MISSION ALIGNMENT

The Center for Service and Leadership's alignment with UW Tacoma's Strategic Plan has not changed. Our programs and services incorporate High Impact Educational Practices (HIPS) which are specified as strategies to achieve our campus' goals related to Students (Indicator C) and Equity (Indicator D).

We will continue to work in support of UW Tacoma's Community goals including increasing community partnerships, increasing the number of students with documented community engagement experiences and increasing alumni participation (Indicators A, B, D, F, G). In this last year we have seen increases in all of these areas of student engagement.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

This year has brought a great deal of change and transition for the CSL team. The Student Civic Engagement Specialist (SCES) is the main advisor for the program; the previous person holding this position took a new job in mid-October, leaving the office without direct support in the interim. The SCES position had also been reduced to half-time last Spring; this combination of events has influenced the number of programs and services the office has been able to offer. As part of the Student Life allocation request, we are asking for funds to restore the position to full time.

The Husky Volunteer program continues to be extremely popular. Last academic year, over 11,000 volunteer hours were logged! As of February 5, 2020, students have logged 2,071 hours of service which is on par with this time last year. A major part of this program is the collection of student data. Participants are asked to log their hours and include a reflection on the work being done. All hours are verified with the agencies at which they serve.

Historically the CSL has used a Google form to collect this information, but it has not been the most user-friendly system. Students are not able to access their submissions after the fact and must email a CSL staff member to get updates on their logged/approved hours. They also lose access to the reflections they have written. On the staff side, it creates a very complicated tracking system that must constantly be sorted and reviewed.

Last summer the SCES engaged a group of Computer Science students to develop the CSL's very own volunteer log system. It is completely customized to our needs and will allow participating students to access their own information at any time. This will create a robust collection of reflections – for some students who start early, this can be 3-4 years' worth of service reflections kept all in one place. It has a much cleaner look and make hours verification easier for our staff. This has been a major focus this year and we are excited to roll out the system officially, hopefully in Spring Quarter.

The BreakAway Coordinator had a successful local trip over winter break with 11 participants. From January 2-4, 2020, these students assisted with a Habitat for Humanity build on 7 houses in Midland, WA. This year, a new partnership has been formed with the Global Ambassadors program which has enhanced discussions around the global impact of social issues. Applications are currently open for the Spring BreakAway trip in March, with a goal of recruiting 8-15 participants. The Spring trip will take students back to Buford Park in Oregon, with a focus on environmental justice. Additionally, there

is a goal to host a summer BreakAway program for the first time in a few years, with strong leads on potential program partners. Also, a collaboration with SAB, Tahoma West and Counseling and Psychological Services is planned for a Valentine's celebration and BreakAway fundraiser event.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

So far this academic year, 230 individuals have checked in or participated in programs a total of 514 times. This includes drop-in visits to our office, participation in programs, or logging hours for Husky Volunteers. A demographic breakdown of these individuals is attached.

- Husky Huddle: 42 participants jumped in our ball pit and got to know their peers a little better as they opened themselves up to new styles of communication
- Day of Caring 2019: 48 students served at 4 different sites in Tacoma and learned about the importance of civic engagement and community responsibility
- UWT Gives: A total of 69 individuals from 20 student families received gifts in 2019, donated by 28 individuals, offices, and student organizations
- Winter BreakAway: 11 participants helped with a Habitat for Humanity build, working on seven houses in our community as they learned about gentrification and housing insecurity.
- Point in Time Count 2020: 17 participants participated in this nation-wide event (and many volunteered time, money, and items to the Hygiene Drive leading up to this event!)
- Husky Volunteers: 2,070.5 hours logged as of February 5, 2020

Event participant numbers are a little lower this year, but we adjusted our expectations and goals for attendance based on staff turnover in mid-Autumn. At this time last year, 2,082 service hours had been logged, and it was reported that there were 416 unique total participants in CSL programs. In 2018-2019 there were 87 volunteers during Day of Caring, and 30 families participated in UWT Gives that year, with 98 individuals receiving gifts.

At this time in 2017-2018, 2,415 Husky Volunteer Hours had been logged, and 116 people participated in Day of Caring. 17 families took part in the UWT Gives program, with 57 individuals receiving gifts and 31 departments or donors supporting the program. It was reported that there were 473 unique participants.

The drop off in participant numbers overall we are attributing to the SCES position being reduced to 0.5 FTE. The decision was made to end a number of leadership programs, and some other large scale events (like annual PB&J making) did not get scheduled. For Day of Caring, in the last two year the Milgard School of Business required their direct admit students to participate in this program, which helped with numbers, but that was discontinued this year and was out of CSL's control. There was not capacity to connect with more than 4 sites this year, too, which limited participation.

COLLECTION OF FEEDBACK & IMPROVEMENTS

We offer a reflection component at the end of our service events. They are a great anonymous way for students to openly share what worked or didn't work. The current employees that reviewed reflection submissions from last year's volunteer events took the information into consideration when planning for similar events this current year.

We also make our office a very welcoming, safe place for students. Most students that have taken part in our programs end up feeling comfortable to share their real experiences and critique because we allow them to feel safe while doing so.

We track participants' information using web forms, sign-in sheets and swipe cards. We conduct surveys and interviews, review student reflection, and use a pre/post leadership inventory. The following details what we have learned and how we are incorporating feedback.

Break Away incorporates reflection before, during and after the experience and collects feedback informally during re-orientation meetings. Additionally, follow-up surveys are sent to students after the experience is complete. Based upon feedback, we have increased our emphasis on self-care during orientation and incorporated more rest and team building activities while on Break Away. By speaking with students who have not signed-up for Break Away, the importance of shorter experiences was expressed. For this reason, BreakAway trips vary in time commitment from 3-7 days in total.

Husky Volunteer and Local events use surveys and informal conversations to collect feedback. Day of Caring surveys continue to show that students find the experience worthwhile. Written feedback spurred us to offer longer site leader trainings this year to help teams/group leadership socialization.

The CSL student team also reflects upon its own experience regularly and is proud of both participation data and the impact CSL programs are having on students and our community.

SERVICE BENEFITS TO STUDENTS

The most meaningful ways the CSL programs benefit students are by creating opportunities where students are challenged to find their personal voice and agency to address social issues. The most significant way we do this is by pairing experiential learning with personal reflection. Student stories affirm this. When we hear feedback like what is shared below, we know we are on the right track!

Can we just take the years off of some of these quotes????

"The fact that you care about the world's wicked problems and want to help out is impressive. Thanks for not standing in silence but instead have chosen to speak up and share your thoughts with others. This Winter BreakAway has been truly transformational thanks to you." -2020 Winter BreakAway Participant

"Had I not learned about gentrification and the other issues around housing insecurities, I would not have recognized that hundreds of people were just relocated out of my neighborhood. I just wanted to share that. I thought that it was really interesting that this happened while out on retreat (BreakAway). Thank you all for everything!!! I had a blast!" -2020 Winter BreakAway Participant

"It's important to give to the community and give back when you can." -2020 Winter BreakAway Participant

"I really appreciated the times of reflection. Discussions at the end of the day were amazing." -2020 Winter BreakAway Participant

"Great food, schedule, and organization, and I liked sharing a room with everyone to build community." -2020 Winter BreakAway Participant

"My kids were so excited on Christmas morning, and I was filled with joy watching them open their gifts. Thank you so much!" -2019 UWT Gives Anonymous Student Parent Gift Recipient

"What our family's donor did for us was beyond amazing. They made our Christmas something special, which I truly could not have done on a student income." -2019 UWT Gives Student Parent Recipient

"This event reminded me that service is key to a fulfilled life. I currently volunteer in a special setting so seeing this other side of service reminded me to be thankful that I have this life." -Day of Caring 2018

"I have never had a place to talk about my identity like this before."- 2018 Buford Park Trip

"Being able to give back the multicultural community that grew up in was rewarding" -Day of Caring 2018

ADDITIONAL INFORMATION OF FUND UTILIZATION

We anticipate returning funds to SAFC from the Student Civic Engagement Specialist position staffing line. The position has been unfilled since mid-October. Otherwise, we are on track to utilize the rest of our funds throughout the course of the year.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Communications Coordinator - Maintains the website and social media, sends regular listserv communications to advertise service opportunities, manages all outreach events including tabling, involvement fairs, orientation, etc. Includes funding for 40 hours of training. E001	
	Student Staff Wages:	\$9,520
	Fringe @ 20.9%:	\$1,990
Student Staff ³	BreakAway Coordinator - Responsible for week long service trips. Recruiting, planning, fundraising and their execution. Develops and executes pre, during and post reflection facilitation and training. Includes funding for 40 hours of training. E002	
	Student Staff Wages:	\$9,520
	Fringe @ 20.9%:	\$1,990
Student Staff ³	Husky Volunteer Coordinator - Responsible for providing regular Orientations to Service for campus, connecting students to volunteer opportunities, managing all aspects of the Husky Volunteer program. Includes funding for 40 hours of training. E003	
	Student Staff Wages:	\$9,520
	Fringe @ 20.9%:	\$1,990
Student Staff ³	Local Events Coordinator - Coordinates annual service events (Day of Caring, Point in Time Count, etc), as well as develops one-off service opportunities for the greater campus community. Supports the Husky Volunteer program as appropriate. Includes funding for 40 hours of training. E004	
	Student Staff Wages:	\$9,520
	Fringe @ 20.9%:	\$1,990
Student Staff ³	Front Desk Assistant - Provides general office support, maintains volunteer databases, and assists all coordinators with their projects. Includes funding for 40 hours of training. E005	
	Student Staff Wages:	\$9,180
	Fringe @ 20.9%:	\$1,919
PERSONNEL TOTAL:		\$57,137

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Funds for marketing, to promote the programs and services of the CSL - could include banners, Facebook ads, Ledger ads, etc. S001	\$700
	CSL promotional items S002	\$1,000
Other Services	UW telephone services S003	\$450
Travel	For participation in the National BreakAway Alternative Break Citizenship school; their work guides our BreakAway program. Includes registration, lodging, travel. S004	\$4,500
	Funds for annual BreakAway trips - includes lodging and UCar rentals. S005	\$3,000
Non-Food Supplies & Materials	General office supplies S006	\$500
	Event supplies for campus and local service events and for the BreakAway programs S007	\$4,000
	Staff nametags and business cards S008	\$300
Food	Staff training, pre-event trainings, day-long service events S009	\$1,500
SUPPLEMENTAL TOTAL:		\$15,950

PERSONNEL TOTAL:	\$57,137
SUPPLEMENTAL TOTAL:	\$15,950
COMPLETE PROPOSAL TOTAL:	\$73,087

Supplemental Documents



CSL DEMOGRAPHIC INFORMATION

Combined demographic info from students who have engaged with the CSL so far this year.