

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: The Office of First Gen (formerly First Generation Student Initiatives)

Create Date: 02/05/2025

Due Date: 02/07/2025

Submitter Name: Dominic Jay Crisostomo

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Department Head Approval:

Department Head: Amanda Figueroa

Requested Amount: **\$170,749**

Departmental Information

STUDENT UTILIZATION

1. FG provides support and fosters a strong sense of community where first-generation students are empowered and validated through engagement and outreach opportunities such as student cohort programs, signature events and workshops, and pre-collegiate outreach efforts.
2. FG serves as a resource for students, departments, faculty, and staff by assisting with engagement, outreach, and retention efforts while helping to support the experience of a broad spectrum of first-generation students and their families.
3. FG encourages student academic, personal, and professional growth as well as well-being by providing financial literacy, career development workshops, peer mentoring, and research opportunities geared towards aiding in the success of the campus.
4. FG connects students to other individuals, programs, community agencies, resources, and prospective employers, through our academic and professional development workshops.
5. FG provides leadership development for students and on-campus job opportunities in our office.
6. FG increases visibility and collaborations on a national level by connecting with the NASPA Center for First Generation Student Success while being recognized as a Champion Campus withing the First Gen Forward national network. This is the nation's first recognition program acknowledging higher education institutions for their commitment to first-generation student success.
7. FG strengthens the relationships and supports for first-gen students from UWT faculty, staff, and alumni through advocacy and the sharing of best and promising practices.

CORE VALUES/MISSION ALIGNMENT

Strategic Priority #1: Students

FG fosters a sense of belonging and supports students to develop college success skills. FG increases awareness about the availability and accessibility of campus resources. FG increases engagement of first-gen students through high impact practices that increase self-efficacy and well-being through quarterly programming, workshops, maintaining a devoted space, and hosting annual events.

Strategic Priority #2: Communities:

FG provides outreach material and workshops to K-12 school districts and community organizations. FG is also a part of curriculum-to-career efforts locally that strengthen career experiences for first gen, economically marginalized, and racially marginalized students. FG works with Career Development specifically to promote and host workshops that center on providing students with career opportunities during and post-graduation.

Strategic Priority #3: Scholarship:

FG is recognized as a Network Champion campus by First Gen Forward – a nationally recognized organization that supports student success for first-gen students. With this designation FG is sought out by other institutions for program design and implementation.

FG also funds opportunities for students to do research with UWT faculty via our Faculty Research Assistantships. Through external funding FG is able to provide financial support to first-gen students doing research on campus and with UWT faculty.

FG was sought out to help with marketing and the selection process criteria for the Office of Global Affairs Community Archive Center internship experience – which provided 10 students with paid internship experiences.

Strategic Priority #4: Equity:

FG cohort quarterly programming, design of office space, and signature events have taken steps to be more universally designed while continually asking for feedback to be more inclusive. FG implements programming for students that both first-gen and economically marginalized with increased rates of engagement.

Strategic Priority #5: Vitality:

FG hosts signature events annually and quarterly that are open to the campus to honor and recognize the importance of first-gen students, staff, faculty, and alumni contributions. Through these events and workshops, we aim to enhance a sense of purpose and sense of belonging for those that attend and engage.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

Workshop Series (18-20/qtr)

- Aim: Professional and personal growth; academic skills, career development, & financial wellness.
- Collaboration: STS, Academic Advising, Career Development, Financial Aid, Global Affairs, Champions, HP3, CEI, Milgard, PAWS, OSAS, TLC, NSFP, WSECU, & Sound Outreach.
- 2024-2025: 778 attendees as of Winter 2025
- 2023-2024: 1313 attendees
- 2022-2023: 647 attendees

Signature Events (3/qtr)

FG Graduation & Stole Ceremony & End of the Year Celebration

- Collaboration: STS, Student Life, CEI
- Aim: Celebration of first generation students
- 2024-2025: Occurs in Spring 2025
- 2023-2024: 164 attendees
- 2022-2023: 152 attendees

"We Are First Generation" Photo Campaign & National First Gen College Celebration

- Collaboration: Advancement, UW Tri-Campuses
- Aim: Highlight first gen faculty, staff, students, & alumni
- 2024-2025: 55 attendees and 14
- 2023-2024: 54 attendees and 13 individuals spotlighted
- 2022-2023: 53 attendees and 12 individuals spotlighted

Swipe Right for Success

- Collaboration: STS, Career Development, Pack Advisors, CSI, CEI, Champions
- Aim: Networking event for students to hone elevator pitches to future employers and get real-time feedback
- 2024-2025: Occurs in mid-February
- 2023-2024: 34 attendees
- 2022-2023: 31 attendees

Breakfast for Finals

- Collaboration: Pack Advisors, CSI, CEI
- Aim: Provide encouragement, nourishment, & community
- 2024-2025: 64 attendees as of Winter 2025
- 2023-2024: 75 attendees
- 2022-2023: 71 attendees

Welcome (Back) to Campus Brunch

- Collaboration: Pack Advisors, CSI
- Aim: Support to new & returning students to campus, encouragement, and recommitment
- 2024-2025: 70 attendees as of Winter 2025
- 2023-2024: 76 attendees
- 2022-2023: 125 attendees

Quarterly Cohort Programs

First Generation Fellows

- Collaboration: Academic Advising, AAPI THRIVE, Global Affairs, Financial Aid, PAWS, TLC, Career Development, OSAS,
- Aim: Students benefit from support programs, services, workshops, and networking opportunities. Students earn up to a \$200 book stipend per quarter for meeting requirements.

- 2024-2025: 84 as of Winter Quarter
- 2023-2024: 86 cohort members
- 2022-2023: 97 cohort members

Financial Wellness (Every quarter 2022-2024 / Only Fall & Spring 2024-25)

- Collaboration: WSECU, Sound Outreach, Financial Aid, Sound Credit Union, OSAS, CEI, & Milgard, Champions
- Aim: Students learn financial wellness skills through workshops & 1-on-1 financial coaching sessions. Students earn up to a \$300 book stipend per quarter for meeting requirements.
- 2024-2025: 20 As of Winter Quarter
- 2023-2024: 55 cohort members
- 2022-2023: 69 cohort members

Internship Preparation (Spring & Summer 2024 / Only Winter & Summer for 2025)

- Collaboration: Career Development, Financial Aid, Key Bank, Champions
- Aim: Provides concentrated professional development, helps match UWT students to micro-internships with on- and off-campus employers and supports reflection and planning as students pursue their next career-connected learning opportunity. Students earn up to a \$300 stipend for their participation.
- 2024-2025: 34 (As of Winter Quarter)
- 2023-2024: 19 cohort members

FG Weekly Newsletter

- Aim: Weekly e-newsletter for upcoming workshops, scholarships, internships, jobs, & learning opportunities.
- 2024-2025: 319 recipients as of Winter Quarter
- 2023-2024: 341 recipients
- 2022-2023: 136 recipients

FG Advisory Board

- Collaboration: Faculty and staff provide expertise: Academic Instruction, Academic Advising, Career Development, NSFP
- Aim: Provide recommendations for program development; advocate within respective areas; create awareness impact first-generation students' academic; resources for staff and faculty across campus.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

Taking the learnings from previous years and capitalizing on a winning formula of collaboration with different UWT offices, departments, RSO's, FG allies, and community-based employers, and local non-profits, FG participation and engagement has continued to grow.

As shown by our data tracking and engagement, FG witnessed unparalleled growth. Last academic year alone (2023-2024) FG had 1399 student interactions and 369 unique, unduplicated student experiences. Of those 369, 70% reengaged with our programming due to the intentionality of community and sense of belonging.

FG cohort-based programs that already existed maintained similar levels of engagement (First Gen Fellows and Financial Wellness) all while introducing a brand-new, student-centered cohort (Internship Prep) that focuses on students and their career preparedness.

Regarding engagement across FG workshops, quarterly cohort programs, and signature events, FG has utilized an iterative approach to gauge the regularity of messaging and reminders to maximize student attendance. From gathering survey data collected from students and real-time anecdotal feedback via conversations, FG strengthens what is being done well and pivots when changes are needed to be more student centric. Whether that is the platform communication (Instagram, Handshake, email, print marketing, weekly newsletter or verbal reminders) or the locations we occupy (FG office space and lounge) FG prides its ability to meet students where they are and provide what they ask for regularly.

A breakdown of unduplicated students will be provided via the First Gen Service Data Excel document. As a prelude, each category will show growth in every offering SAF provides funding for.

COLLECTION OF FEEDBACK & IMPROVEMENTS

FG uses Qualtrics and Handshake to track attendance, participation, and follow up communications. We monitor click rates and analyze data to forecast the best time to contact students for premium engagement. Same for our social media engagement via Instagram and Tik Tok.

With Financial Wellness, a requirement is for students to do a reflection about their experience over the quarter and ways to implement what they learned. Each student is required to do a Pre and Post Test. With these student reflections, the FG team uses their data to document progression, adjust accordingly, and share the results with campus stakeholders and community partners.

With First Gen Fellows, a survey is provided each quarter that asks for feedback and suggestions regarding future content to maximize buy-in and attendance. As a result, cohort engagement has increased and strategies have surfaced for ways to engage students outside of the cohort – meaning more first-gen students benefit from the programming provided.

By having regular survey, we take said data to plan for future programming. Acknowledging what has been done well, and planning for the future, while utilizing best and promising practices from a network of national first-generation professionals, the iterative approach to feedback loops continually which makes the programming offered by FG accessible and engaging for students.

Lastly, this past academic year, we hosted focus groups centered around career development and the importance of internships. We discovered timing (duration) and access to internships were primary barriers. Students knew that internships were and are important but being able to commit and do one present challenges. As a result, we have incorporated that data to inform our decisions for the Internship Prep cohort and have seen significant growth with applicants and participation.

SERVICE BENEFITS TO STUDENTS

Regarding the most meaningful and significant ways FG benefit students, it is worth noting that the FG community and connections to resources as well as first generation peers are pride points. FG has focused programming on creating a sense of belonging and steeping programming in supporting students to find a sense of purpose.

One way we know this is through questions we pose via our cohort applications and surveys. By posing the question, "How can FG support you?" the aim is to be relational with students not just transactional. By focusing on what FG can provide, the focus is tailored each quarter based on what students seek. This past Summer, FG did an audit of programming to see what topics would be the most effective as well as what time of the quarter would be most beneficial. After taking in critical feedback, FG found that focusing on consistent information dissemination and timing of mid-terms and finals, FG staged programming this academic year to be mindful of schedules and maximizing different modes for communication. FG has focused on front loading academic and career development programming weeks 1 through 5 to ensure students are able to attend as well as not be bombarded by too many competing interests. Weeks 6 through 10 are focused on community building and morale. FG has also worked to be more collaborative with stakeholders across campus, so students don't have schedule conflicts. A more orchestrated effort on our part was needed so content is more accessible for students.

Lastly, regarding feedback, students express the desire for support, a community to rely on, and connection to others. Below are quotes gathered from students that have partaken in FG programming that demonstrate themes of community and connection:

- "I enjoyed the sense of community and connections I have made with people. I enjoyed the opportunity to get connected with various campus resources and grow as a student and eventual job candidate."
- "Everything that it had to offer, I've had experiences I wouldn't trade anything for. First time being a part of a community that is related to school."
- "How accessible the workshops are & providing food since there are times I financially struggle."
- "I enjoyed having a place on campus where I felt most safe and comfortable, and having many opportunities to network and talk to and meet faculty and people around campus."
- "I really liked the community that the first gen fellows built, just going to the first gen office after a class or even before class was quite refreshing and helped me make new friends."

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	<p>The FG Ambassador for the First Gen Fellows Cohort is an integral member of the FG team. This is a student leadership position responsible for leading First Gen Fellows cohort programming that empowers and celebrates first-generation students by cultivating curricula that meet cohort member's needs. They are responsible for coordination and communication for cohort members and community partners.</p> <p style="text-align: right;">E001</p>	
	Student Staff Wages:	\$13,928
	Fringe @ 23%:	\$3,203
Student Staff ³	<p>The FG Ambassador for the First Gen Fellows Cohort is an integral member of the FG team. This is a student leadership position responsible for leading First Gen Fellows cohort programming that empowers and celebrates first-generation students by cultivating curricula that meet cohort member's needs. They are responsible for coordination and communication for cohort members and community partners.</p> <p style="text-align: right;">E002</p>	
	Student Staff Wages:	\$13,928
	Fringe @ 23%:	\$3,203
Student Staff ³	<p>The FG Ambassador for the Financial Wellness Cohort is an integral member of the FG team. This is a student leadership position responsible for leading the Financial Wellness cohort programming that empowers students to grow skills sets around financial literacy. They are responsible for coordination and communication for cohort members and community partners.</p> <p style="text-align: right;">E003</p>	
	Student Staff Wages:	\$13,928
	Fringe @ 23%:	\$3,203
Student Staff ³	<p>The FG Ambassador for the Financial Wellness Cohort is an integral member of the FG team. This is a student leadership position responsible for leading the Financial Wellness cohort programming that empowers students to grow skills sets around financial literacy. They are responsible for coordination and communication for cohort members and community partners.</p> <p style="text-align: right;">E004</p>	
	Student Staff Wages:	\$13,928
	Fringe @ 23%:	\$3,203
Student Staff ³	<p>The FG Ambassador for the Internship Preparation Cohort is an integral member of the FG team. This is a student leadership position responsible for leading Internship Preparation cohort programming program that empowers students to grow skills sets around career preparedness and job competitiveness. They are responsible for coordination and communication for cohort members and community partners.</p> <p style="text-align: right;">E005</p>	
	Student Staff Wages:	\$13,928
	Fringe @ 23%:	\$3,203
Student Staff ³	<p>The FG Ambassador for the Internship Preparation Cohort is an integral member of the FG team. This is a student leadership position responsible for leading Internship Preparation cohort programming program that empowers students to grow skills sets around career preparedness and job competitiveness. They are responsible for coordination and communication for cohort members and community partners.</p> <p style="text-align: right;">E006</p>	
	Student Staff Wages:	\$13,928
	Fringe @ 23%:	\$3,203
Student Staff ³	<p>The FG Marketing Coordinator Fellows Marketing Coordinator is an integral member of the FG team. The FGMC is a student leadership position that will be responsible for creating marketing material that promotes programs and workshops that support First Gen Fellows and signature FG events. The position requires developing and strengthening relationships with FG colleagues, faculty, staff and community partners to create, deploy, and assess the effectiveness of marketing strategies.</p> <p style="text-align: right;">E007</p>	
	Student Staff Wages:	\$13,928
	Fringe @ 23%:	\$3,203

		Student Staff Wages:	\$13,928
		Fringe @ 23%:	\$3,203
Student Staff ³	The FG Marketing Coordinator is an integral member of the FG team. This student leadership position is responsible for creating marketing material that promotes programs and workshops that support the Financial Wellness cohort and Internship Preparation cohort. The position will require developing and strengthening relationships with students, faculty and staff to create, deploy, and assess the effectiveness of various marketing platforms.	E008	
		Student Staff Wages:	\$13,928
		Fringe @ 23%:	\$3,203
PERSONNEL TOTAL:			\$137,049

Other Budget Requests

Category	Details	Amount Requested
Other Services	FG Signature events and campaigns: National First Gen Celebration and We Are First Gen Photo Campaign, Swipe Right for Success, Grad Stole Ceremony, and Welcome Back and Breakfast for Finals Brunches. S001	\$13,000
	NASPA Student Success in Higher Education First Gen Conference (First Gen training and professional development). S002	\$6,000
Non-Food Supplies & Materials	Office Supplies, computer subscriptions, and software updates for the Office of First Gen. S003	\$2,000
	Marketing, outreach and stewardship items for The Office of First Gen. Printing materials for the following: Annual Signature events, printing of flyers, and other marketing material. S004	\$7,000
Food	Food for quarterly workshop series, cohort lunch and learns, and student staff Summer training before academic year begins. S005	\$5,700
SUPPLEMENTAL TOTAL:		\$33,700

PERSONNEL TOTAL:	\$137,049
SUPPLEMENTAL TOTAL:	\$33,700
COMPLETE PROPOSAL TOTAL:	\$170,749

Supplemental Documents



2023-2024 FIRST GEN PROGRAM TRACKER

This document was implemented last year to track attendance and document trends to maximize engagement across each quarter.



FIRST GEN BUDGET REQUEST

This is a breakdown of each financial category The Office of First Gen is requesting for the 2025-2026 academic year.



FIRST GEN SERVICE DATA (2019-2025)

This document shows the attendance and participation rates from 2019 - 2025 (as of Winter Quarter - week 5 of 10).