

## BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Student Activities Board

Create Date: 02/05/2025

Due Date: 02/07/2025

Submitter Name: Deaglan An

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Department Head Approval:

Department Head: Conor Leary

Requested Amount: **\$181,344**

## Departmental Information

### STUDENT UTILIZATION

Funding for SAB and the Hendrix will benefit students in at least two ways. This funding will allow SAB to fund up to six student employment opportunities: two marketing and outreach coordinators, and four event coordinators with one also acting as SAB Chair. This funding will also allow for Hendrix the Husky to fund two student employment opportunities: mascot ambassadors. This in total would allow for eight student jobs. On campus employment is a great opportunity for students to learn and grow. It is a great time for students to have the chance to make mistakes and learn from them. Student employees build skills in administrative tasks, event planning, project management, marketing, customer service, and team building.

Additionally, these funds will be spent on 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. These events range from large-scale events like Lights Out to events with speakers or crafting centered around self-care. These events create an opportunity for students to socialize, build community, and learn more about themselves, and learn work/life balance. The event coordinators try to bring different programs to meet current student's 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

SAB and Hendrix the Husky align with Goal #10, under Vitality in the strategic plan. Within Goal #10, SAB "creates and expands opportunities to activate our campus" this is achieved through our programming. This can range from the large-scale Staple events we do where we get 150+ check-ins on average, but this also includes our smaller events like Open Mic where less students will check-in. Regardless of size, scale, and check-in numbers these are opportunities for students to get engaged on campus.

SAB also "[emphasizes] engagement in design and use of campus spaces". SAB tries to utilize other spaces on campus, alongside the spaces we know that work. SAB has utilized: the CEI, University Y, Dawg House, Husky Commons, PLT, WPH, JTR, and MLG 110. For their events they often have to think about what space they are using. Is the space a good location, and does the space provide us with what we need for the event?

## SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

The Student Activities Board aims to create events and provide experiences for the students of the University of Washington, Tacoma. Programming allows for 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 2024-2025 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, creative ones like Open Mic Nights, and just for fun events like Bingo. 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 2024-2025 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 minimum four total. So far SAB has been on track for both attendance & event creation goals. Last quarter SAB had just over 400 students in attendance. We are anticipating a similar outcome for the end of Winter Quarter. Hendrix is also currently on track for their goals for appearances, and the goal will become more achievable with as a new body suit for Hendrix is in the works.

So far SAB has directly collaborated with the following on-campus departments and organizations:  
Center for Equity and Inclusion – Diwali, Collective Selfcare Week

ASUWT – Bingo & Lights Out

Pack Advisors - Bingo

MESAA & PISA – Diwali & Multicultural Night

Welcome Days – Evan Gambardella (Hypnotist)

TLC – Studython

Music Club – Open Mic Night

Wordlings – Open Mic Night

CAM – Pumpkin Painting

Off-Campus Partnerships (Past & In-Progress)

Waves Crashing – Winter Event

Awknight Productions – Drag Performance

In terms of promotion, the Marketing & 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 promoting. If they do we try to share the flyer either physically or via slideshow at our events.

## STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

### Current Data Points for 2024-2025

~535 Check-ins as of February 6th.

~183+ Unique Check-ins\*

\*Note: This does not include unique check-ins that are from Lights Out, as we use the YMCA check-in system for that event and not DUBNET.

~12 Graduate Students

~171 Undergraduate Students

~14/15 Events with two fully planned and waiting to be put on, and two in the works for winter quarter.

### Previous 2 years of Data

2023-2025 - ~1400 check-ins by June (~630 as of February 2nd last year)

2022-2023 - ~857 (as of SAFC due date)

### Number of Programs

2024-2025 - 14

2023-2023 - 18

**COLLECTION OF FEEDBACK & IMPROVEMENTS**

When the student coordinators create their event page on DUBNET, they have a setting to collect feedback data. This sends out a survey to students who attended 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 continue 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 tickets.

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**

On-campus employment has a positive impact on students and how they engage with work. Students also develop and refine their leadership skills before moving on to other leadership positions on campus, amazing internship opportunities or post-grad work! SAB provides an opportunity for student employees to make mistakes in a low-stakes environment, learn from them, and refine their skills.

SAB provides at least eight events per quarter, that are opportunities for students to get engaged with their campus and develop a connect. There are studies that show a connection to a student's ability to get engaged with their campus and being able to persist through degree competition. There can be so much value for students with programming and events If they make the choice to take the step and get involved. An example of making the choice to get involved in Bingo. Bingo has been such an amazing event to run, and It consistently proves how events help students build community. In years past we have had students say "friends who go to bingo together, stick together", I have had student employees who are working (and attending) their first ever event on campus and leave with new friends that are not on the team, and usually we see a lot of the same friend groups. Ideally, Bingo is done in collaboration with Pack Advisors, but regardless the result has been the same. Something simple, and fun like Bingo is more than enough to fuel the drive for community building.

While there are events an programs where it is very clear how students are benefiting from their services, sometimes it isn't always clear. At events like Bingo students are learning interpersonal effectiveness skills, developing community, and learning about work/life balance. At other SAB events, like Open Mic, students benefit from being able to present their work, overcome stage fright, or just have the opportunity to try something new. While some of these benefits may not be tangible, they are still benefits that can aid in a students success, and aid in their experience at UWT.

**Staff Budget Requests**

Category	Details	Amount Requested
Student Staff <sup>3</sup>	<b>Wages for 8 student employees: Chair/Event Coordinator, Three Event Coordinators (Staples and Identity &amp; Culture, and Music &amp; Performance), Two Marketing &amp; Outreach Coordinators, Two Mascot Ambassadors</b> <span style="float: right;">E001</span>	
	Student Staff Wages:	<b>\$83,369</b>
	Fringe @ 23%:	<b>\$19,175</b>
	<b>PERSONNEL TOTAL:</b>	<b>\$102,544</b>

## Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Performers: Musicians, Drag Queens/Kings, Poets, Comedians, Speakers, Dancers, Artists (Face Paint, Henna) S001	\$25,000
Other Services	Background Checks, Food Workers Cards, Equipment and Facility Rentals, and Other Services that do not fit under the "Contracted Services" area. S002	\$25,000
Travel	Travel Reimbursement for off-campus/out-of-area Hendrix appearances (Mascot Ambassador and Handler) S003	\$800
Non-Food Supplies & Materials	Supplies and Materials for SAB Events & Giveaways, Supplies and Materials for Hendrix Needs/Apearances S004	\$25,000
Food	Training & Events S005	\$3,000
SUPPLEMENTAL TOTAL:		\$78,800

PERSONNEL TOTAL:	\$102,544
SUPPLEMENTAL TOTAL:	\$78,800
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$181,344</b>

## Supplemental Documents



### WAGES & BUDGET BREAKDOWN EXCEL SHEET

Breakdown of budget and wages