

Black Student Coalition

BSC Decision Package

Overview

Contact: Amy Salinas Westmoreland, Mwangi Payton, Fredrick Collins

Summary of proposal:

This grant is meant to develop the Black Student Coalition, by providing funding for student employees to staff the new Black Student Coalition (BSC). This grant will allow the BSC to implement programming that will directly serve Black students on campus. These student staff will be developing the implementation of an informally established mentoring program, as well creating regular programming to develop cultural awareness on campus.

Total fiscal impact: \$153,235.55

Duration: This will be a 3-year grant to develop the program and get the coalition developed, from FY 2022- FY 2025

Information

We are requesting funding for the support and further development of the Black Student Coalition. This grant would fund the salary of student employees, as well as pay for the cost of programming to put on medium and large-scale programming, including the organizing of Black history month, the SIBLINGS+ peer mentoring program, and regular programming. The BSC has a new home under the Office of Multicultural Student Services, which will provide guidance and funding for a full-time professional staff member as well as large-scale, campus-wide programming.

Fiscal Impact

We would have 3 staff members during the 2022-23 school year and have 4 student staff members during the academic year for the 2023-25 school years. During the spring quarter of both the second and third year, we would have an intern role that helps with program development as well as learning about working for the student coalition. This intern program, inspired by UW-Seattle’s own Black Student Commission, is meant to provide a student employment opportunity for a first or second year.

We have a static budget for space of \$1500, and that will cover the office supplies as well as snacks for the space. The programming budget will fund annual events on campus.

| Year | Description | Employment | Programming | Space | Total |
|------|-------------|------------|-------------|-------|-------|
|------|-------------|------------|-------------|-------|-------|



| | | | | | |
|---|---|-------------|--------|--------------|---------------------|
| 1 | Employment: 3 employees at 17 hours/week + 8 weeks in summer. Programming: Estimated budget allocated for annual events. Space: Estimated budget for office supplies, snacks and student needs in space. | \$35,672.54 | \$7000 | \$1500 | \$44,172.54 |
| 2 | Employment: 4 employees at 17 hours/week during academic year + 8 weeks of summer. Add an intern during summer quarter Programming: Estimated budget allocated for annual events. Space: Estimated budget for office supplies, snacks and student needs in space. | \$44,192.38 | \$8000 | \$1500 | \$53,692.38 |
| 3 | Employment: 4 employees at 17 hours/week during academic year during spring quarter Add an intern during summer quarter Programming: Estimated budget allocated for annual events. Space: Estimated budget for office supplies, snacks and student needs in space. | \$45,870.63 | \$8000 | \$1500 | \$55,370.63 |
| | | | | Total | \$153,235.55 |

Justification

Needs & Benefits

With the release of the BSO Demands on June 19th, 2020, we saw the urgency in which Black students requested a change at Western. Students have consistently voiced how isolated they feel at Western, and how the campus does not support them. These feelings, expressed throughout the BSO Demands, are also reflected by the data shared by the Office of Institutional Effectiveness. In Fall 2015, we saw the 4-year graduation rate between black and white students be a drastic difference, from 24% to 44% respectively. This grant will be used to develop enrichment programming for Black students, organized by Coalition staff. The coalition staff is meant to develop programming that serves the holistic wellbeing of students as individuals individually and with collaboration of offices across campus. This programming includes the funding of a peer mentoring program, social and educational programming, as well as community development.



While the grant directly impacts the livelihoods of Black Students on campus, it will indirectly impact the whole campus community. This grant will develop a positive environment on campus that will build student retention by engaging Black students in a supportive community before they step foot on campus. All students benefit from a diverse campus community, as it brings unique perspectives to learn from and learn by.

Alignment to mission and values

This grant aligns Western's commitment to student success. Western's office of institutional effectiveness highlights a large numerical difference between the retention and graduation rates of Black students in comparison to non-Black Students. Linked [here](#), if you filter the graduation rates by race for the 2015-2017 academic school years, we see the 4-year graduation rate for Black students drops more than 14% from 35.8% to 21.4%, while the graduation rate for white students stays at an average level from 45.4% to 44.3% during the period. Many factors align to a student's graduation time, but the data for the 5-year graduation rate does not differ. Specifically, how the 5-year graduation rate over the 2015-16 academic year decreases once again from 56.8% to 50%. If the graduation rates continue to drop, it begs the question of where are students going?

This project focuses on developing a program that centers the academic success and holistic wellbeing of Black identifying students. The hope is that with the sustained support of the Black Student Coalition, students will have a place they feel comfortable and supported, as well as seek any guidance needed.

Alternatives

There is no alternative funding available at this moment. If none of these budgets are accepted, the Black Student Coalition will have no money to continue, as we have been relying on the Viking Union reserves to get started.

For more information about the Black Student Coalition, please refer to the BSC Legacy Doc.



| Black Student Coalition Grant Proposal | | FY 23 | FY 24 | FY 25 | Proposal Justifications | |
|--|------------------------------|---------------------|---------------------|---------------------|---|--------------------------|
| | | (22-23) Proposal | (23-24) Proposal | (24-25) Proposal | Please summarize what is purchased out of each line item need. | and brief explanation of |
| F102 | Permanent Classified Staff | | | | | |
| F107 | Temporary Classified Staff | | | | | |
| F206 | Permanent Exempt Staff | | | | | |
| F221 | Temporary Exempt | | | | | |
| F500 | Wages Other | | | | | |
| F601 | Undergrad Student Hourly | \$ 34,466 | \$ 42,698 | \$ 44,319 | | |
| | Total Wage (E1) | \$ 34,466 | \$42,698 | \$ 44,319 | | |
| F900s | Total Fringe Benefits (E1.5) | \$ 1,206 | \$ 1,494 | \$ 1,551 | Fringe benefits will automatically calculate at 3.5%. | |
| | Total Allocation | \$ 35,673 | \$ 44,192 | \$ 45,871 | | |

| Year 1: | | | | | | |
|--|-------|----------------|--------------|----------|----------------------------|-------------------------|
| July- Dec 2022 Hourly Calculator (Use separate rows for different pay rates) | | | | | | |
| Job Title | Notes | Hours per week | Weeks Worked | Pay Rate | Number of Position Holders | Estimated Staff Expense |
| BSC Communications Director (summer) | | 10 | 8 | \$ 17.55 | 1 | \$ 1,404.00 |
| BSC Marketing & Finance Director (summer) | | 10 | 8 | \$ 17.55 | 1 | \$ 1,404.00 |
| BSC Operations & Support Director (summer) | | 10 | 8 | \$ 17.55 | 1 | \$ 1,404.00 |
| BSC Communications Director (fall) | | 17 | 12 | \$ 17.55 | 1 | \$ 3,580.20 |
| BSC Marketing & Finance Director (fall) | | 17 | 12 | \$ 17.55 | 1 | \$ 3,580.20 |
| BSC Operations & Support Director (fall) | | 17 | 12 | \$ 17.55 | 1 | \$ 3,580.20 |
| Weeks per quarter: Summer = 8, Fall = 12 | | | | | Total | \$ 14,952.60 |
| Jan - June 2023 Wage Calculator (Use separate rows for different pay rates) | | | | | | |
| Job Title | Notes | Hours per week | Weeks Worked | Pay Rate | Number of Position Holders | Estimated Staff Expense |
| BSC Communications Director | | 17 | 21 | \$ 18.22 | 1 | \$ 6,504.54 |
| BSC Marketing & Finance Director | | 17 | 21 | \$ 18.22 | 1 | \$ 6,504.54 |
| BSC Operations & Support Director | | 17 | 21 | \$ 18.22 | 1 | \$ 6,504.54 |
| Weeks per quarter: Winter = 10, Spring = 10, Summer 1 | | | | | Total | \$ 19,513.62 |
| | | | | | Yearly Total | \$ 34,466.22 |

| Year 2: | | | | | | |
|--|------------------------|----------------|--------------|----------|----------------------------|-------------------------|
| July- Dec 2023 Hourly Calculator (Use separate rows for different pay rates) | | | | | | |
| Job Title | Notes | Hours per week | Weeks Worked | Pay Rate | Number of Position Holders | Estimated Staff Expense |
| BSC Communications Director (summer) | | 10 | 8 | \$ 18.22 | 1 | \$ 1,457.60 |
| BSC Marketing & Finance Director (summer) | | 10 | 8 | \$ 18.22 | 1 | \$ 1,457.60 |
| BSC Operations & Support Director (summer) | | 10 | 8 | \$ 18.22 | 1 | \$ 1,457.60 |
| BSC Intern | (2A Program Assistant) | 10 | 8 | \$ 16.56 | 1 | \$ 1,324.80 |
| BSC Communications Director (fall) | | 17 | 12 | \$ 18.22 | 1 | \$ 3,716.88 |
| BSC Marketing & Finance Director (fall) | | 17 | 12 | \$ 18.22 | 1 | \$ 3,716.88 |
| BSC Operations & Support Director (fall) | | 17 | 12 | \$ 18.22 | 1 | \$ 3,716.88 |
| BSC Intern | (2A Program Assistant) | 10 | 12 | \$ 16.56 | 1 | \$ 1,987.20 |
| Weeks per quarter: Summer = 8, Fall = 12 | | | | | Total | \$ 18,835.44 |
| Jan - June 2024 Wage Calculator (Use separate rows for different pay rates) | | | | | | |
| Job Title | Notes | Hours per week | Weeks Worked | Pay Rate | Number of Position Holders | Estimated Staff Expense |
| BSC Communications Director | | 17 | 21 | \$ 18.91 | 1 | \$ 6,750.87 |
| BSC Marketing & Finance Director | | 17 | 21 | \$ 18.91 | 1 | \$ 6,750.87 |
| BSC Operations & Support Director | | 17 | 21 | \$ 18.91 | 1 | \$ 6,750.87 |
| BSC Intern | (2A Program Assistant) | 10 | 21 | \$ 17.19 | 1 | \$ 3,609.90 |
| Weeks per quarter: Winter = 10, Spring = 10, Summer 1 | | | | | Total | \$ 23,862.51 |
| | | | | | Yearly Total | \$ 42,697.95 |

| Employment | |
|-------------------------|----------------------|
| Year 1 Total | \$ 35,672.54 |
| Year 2 Total | \$ 44,192.38 |
| Year 3 Total | \$ 45,870.63 |
| Employment Total | \$ 125,735.55 |

| Other Expenses | |
|--------------------------|---------------------|
| Programming | |
| Year 1 Total | \$ 7,000.00 |
| Year 2 Total | \$ 8,000.00 |
| Year 3 Total | \$ 8,000.00 |
| Programming Total | \$ 23,000.00 |

| Space | |
|--------------------|--------------------|
| Year 1 Total | \$ 1,500.00 |
| Year 2 Total | \$ 1,500.00 |
| Year 3 Total | \$ 1,500.00 |
| Space Total | \$ 4,500.00 |

GRAND TOTAL \$ 153,235.55

| Yearly Expenses | |
|--------------------|----------------------|
| Year 1 Total | \$ 44,172.54 |
| Year 2 Total | \$ 53,692.38 |
| Year 3 Total | \$ 55,370.63 |
| GRAND TOTAL | \$ 153,235.55 |

Year 3:

July- Dec 2024 Hourly Calculator (Use separate rows for different pay rates)

| Job Title | Notes | Hours per week | Weeks Worked | Pay Rate | Number of Position Holders | Estimated Staff Expense |
|---|------------------------|----------------|--------------|----------|----------------------------|-------------------------|
| BSC Communications Director (summer) | | 10 | 8 | \$ 18.91 | 1 | \$ 1,512.80 |
| BSC Marketing & Finance Director (summer) | | 10 | 8 | \$ 18.91 | 1 | \$ 1,512.80 |
| BSC Operations & Support Director (summer) | | 10 | 8 | \$ 18.91 | 1 | \$ 1,512.80 |
| BSC Intern | (2A Program Assistant) | 10 | 8 | \$ 17.19 | 1 | \$ 1,375.20 |
| BSC Communications Director (fall) | | 17 | 12 | \$ 18.91 | 1 | \$ 3,857.64 |
| BSC Marketing & Finance Director (fall) | | 17 | 12 | \$ 18.91 | 1 | \$ 3,857.64 |
| BSC Operations & Support Director (fall) | | 17 | 12 | \$ 18.91 | 1 | \$ 3,857.64 |
| BSC Intern | (2A Program Assistant) | 10 | 12 | \$ 17.19 | 1 | \$ 2,062.80 |
| Weeks per quarter: Summer = 8, Fall = 12 | | | | | Total | \$ 19,549.32 |

Jan - June 2025 Wage Calculator (Use separate rows for different pay rates)

| Job Title | Notes | Hours per week | Weeks Worked | Pay Rate | Number of Position Holders | Estimated Staff Expense |
|-----------------------------------|------------------------|----------------|--------------|----------|----------------------------|-------------------------|
| BSC Communications Director | | 17 | 21 | \$ 19.63 | 1 | \$ 7,007.91 |
| BSC Marketing & Finance Director | | 17 | 21 | \$ 19.63 | 1 | \$ 7,007.91 |
| BSC Operations & Support Director | | 17 | 21 | \$ 19.63 | 1 | \$ 7,007.91 |
| BSC Intern | (2A Program Assistant) | 10 | 21 | \$ 17.84 | 1 | \$ 3,746.40 |
| | | | | | Total | \$ 24,770.13 |

Weeks per quarter: Winter = 10, Spring = 10, Summer 1

Yearly Total \$ 44,319.45

Black Student Coalition

12.15.2021

Disclaimer: This Legacy Document is information for the development of the Black Student Coalition. This is based on the vision I, Selome Zerai have for the Coalition. Any text in brown in commentary.

Recently Updated: [Name][Date] [Year]



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1. PURPOSE

HISTORY

The intent of the creation of the Black Student Coalition was to develop a space that prioritizes the wellbeing of Black Students. Black Students at Western have led many movements and changes, but constantly felt pushed to the side and used as props in the frontlines. In 2018, after the vandalism of the N word on Wright's triangle, student leaders held a community forum with administrators and college deans in order to demand changes on campus. While this event was great in theory, student leaders encouraged Black students to sit in the front row while also ignoring Black student needs and highlighting needs from other ESC clubs and groups. You can learn more about the response in document 1 linked below. This was the point that highlighted the separation of Black students and other non Black ethnic minorities within the ESC.

The anti-blackness within the ESC was rampant, but was highlighted in 2020 when Black History was erased from the celebration of the opening of the MCC. Not only was BSU kicked out of the regular meeting spot in order to schedule the event, but they did not recognize that Black History that started the ESC. Black students were followed, watched and policed in the new ESC, the same space that was meant to be "built for" Black students. At the end of the 2020-21 school year, Black Students released the 2020 demands, linked below as document 2.

1. [2018 BLACK AT WESTERN STATEMENT](#)
2. [2020 BLACK AT WESTERN DEMANDS](#)

In our original demands, we distinctly request the separation between the Black community and the Associated Students (AS). I want to stress that this was requested because of a continued distrust within the communities. Specifically, how there was a trend where student employees- especially student employees of color felt as though their position within the AS gave them the power to misuse student funds for personal gain as well as policing Black students within the Multicultural Center, and Black student leaders in general.

This separation was a double edged sword. While it was a distinct statement that forced the AS to look back at its own practices, it also forced the separation of the BSC from a large funding source: the student fees that go through the AS. This is something that you, as student leaders reading this will have to navigate- the balance between money but community respect & independence.

BSO MISSION

The Mission and the Areas of Focus are housekeeping items. I suggest that they are displayed in and around the student space. This is the mission and reasoning that the BSC was founded on, and every event or activity that we do as a coalition. Each activity should hit one of the areas of focus, and agree with the mission.

The official mission of the Black Student Coalition is to provide Black, African, and African - American students at Western Washington University a community of support on campus, while creating an environment filled with resources for students' academic success, holistic wellbeing, and professional development. The coalition is to be one entity that acts as a centralized funding source, as well as a center where Black students and grounds can connect, collaborate, and learn together and from each other.

FIVE AREAS OF FOCUS

1. Academic Success

Academic Success to us means that students who enter Western Washington University can find and get into a major they are interested in without much delay. As well as graduate within a reasonable time period and not be held back by preventable measures.

2. Professional Enrichment

Professional Enrichment is defined as students being prepared for the job market, and being able to access resources that can prepare students for their intended careers.

3. Community Development

Ensuring the Black community stays supported by one another, and not broken apart by aimless fights or drama. This requires internal reflection on community needs, and ensuring that as a group we are growing, learning, and supporting one another

4. Social Awareness

Understanding different perspectives, and learning from people who have different backgrounds, ideas, and cultures.

5. Holistic Wellbeing



Prioritizing the physical, mental and emotional wellbeing of all of our students as well as having students learn more about themselves.

GOALS

The goal of the Black Student Organization was to create programming and direct funding dollars to Black Students, in order to build retention and increase the experience for Black Western Students. Each goal is meant to touch at least one of the five areas of focus.

These are the goals, as of December 2021. These goals are subject to change at the discretion of the Coalition staff.

90% Black student participation in community events

70% of Black students complete one internship before graduation.

68% two year retention rate, 3 years in a row.

50% of seniors have a job secured in their field 6 months after their graduation date.

50 students registered for start week

50 SIBLINGS+ mentor/mentee matches.

2. Budgets

The current student coalition is running off of funds from the Viking Union. In the Winter quarter of 2021, the Associated Students Finance Council will be discussing a grant I wrote to fund the Black Student Coalition for 3 years. This three year grant is meant to fund some programming, space requirements [essentially printing, snacks, pens], and the salary of the student employees. While 3 options were given for the finance council to review, I suggest the implementation of Option 2. It is not the most expensive, but has an increased programming budget and a maximum of 4 employees that are funded by the Associated Students. While only 4 employees are funded by the AS, it is possible that the alumni foundation can fund the creation of a position that works with their office to engage Black Alumni.

| Year | Description | Employment | Programming | Space | Total |
|------|--|--|-------------|--------|-------------|
| 1 | Employment: 3 employees at 17 hours/week + 8 weeks in summer. Programming: Estimated budget allocated for annual events. Space: Estimated budget for office supplies, snacks and student needs in space. | \$32,901.12 | \$7000 | \$1500 | \$41,401.12 |
| 2 | Employment: 4 employees at 17 hours/week during the academic year + 8 weeks of summer. Add an intern during spring quarter Programming: Estimated budget allocated for annual events. Space: Estimated budget for office supplies, snacks and student needs in space. | \$46,500 Adjusting for a possible pay increase according to AS salaries | \$8000 | \$1500 | 56,000 |
| 3 | Employment: 4 employees at 17 hours/week during academic year during spring quarter Add an intern during spring quarter Programming: Estimated budget allocated for annual events. Space: Estimated budget for office supplies, snacks and student needs in space. | \$48,000 * Adjusting for a possible pay increase according to AS salaries | \$8000 | \$1500 | \$57,500 |

| | | |
|--|--------------|------------|
| | Total | 154,901.12 |
|--|--------------|------------|

A copy of the grant is linked [here](#), and it is important that you review this document for future meetings.

3. EMPLOYMENT

In this section, I will be going over the requirements of all staff, as well as tasks I suggest you start working on separated by quarter. The first section is something that EVERY staff member needs to do - especially this first year.

Requirements of Coalition Staff:

The Black Student Coalition Staff will have different duties in their position, but each staff member is required to ensure the following day to day tasks are complete:

- Send weekly or bi-weekly newsletters informing Black students of events & opportunities.
- Regularly send messages in Discord or any platform where Black student chat is hosted .
- Organize a text thread and Teams group with all members of the executive boards of all Black Clubs.
- Regularly connect with student leaders and stay updated on community status and updates.
- Manage the instagram and twitter for @wwubso. This is mandatory and expected- social media is how students connect with us, EVERYONE needs to be on this.**
- Take inventory of snacks and any needs in the student space and restock accordingly.
- Update the student space with decorations and organize any messes.
- Gain student input for events, programmings and suggestions for the student space

Suggested Plan & Breakdown for Development Specialists Winter 2022- Fall 2022

Winter 2022:

- Send a welcome email to all black students enrolled. Try to access an email list from admissions or the registrar's office >> goal is to recruit NEW students who

we dont have contact with.

- Organize a regularly scheduled Black Leadership Council that includes the leadership of all Black Clubs.
- Connect with MSA about prayer rugs in Black Student Space. Prayer rugs are being donated and need to be stored in a place that is easily accessible to Muslim Students
- Organize a LinkedIn & Resume Workshops with Career Services for content, and Digital Media Center for headshots.
- Meet with Amy regularly
- Meet with the Alumni Foundation to create Black Alumni LinkedIn group & scholarship fund.
- 1 event for mental or physical health & wellness >> BHM event
- 1 event for career prep >> BHM event
- Plan & Host Black History Month 2022 Student Events
- Prepare surveys for older siblings
- Plan a BSC x MSA event.

Spring 2022:

- Ensure all Black clubs had elections/ a full board for the 2022-23 school year OR a semi full board and a plan.
- Connect with the Alumni Org for hosting a page on Western Give Day for fundraising.
- Host the Annual Pass the Baton to celebrate leaders and graduates. Either the friday of dead week or the Friday the week before deadweek
- Begin planning Start Week/ Welcome Day sessions.
- Send information to all Black students observing Ramdan about religious accommodations available to them.
- Prepare surveys for younger siblings.
- Market the SIBLINGS+ program, all throughout social media.
- Send older sibling surveys to current students.

Summer 2022:

- Send introduction email to younger students, along with younger sibling survey
- Promote SIBLINGS+ and match mentors
- Plan First Friday Event
- Finalize Start Week

Fall 2022:

- First Friday Event
- Start Week

BSC Job Descriptions

The job descriptions and titles are suggestions, and up for editing. I suggest these are the major functions that should be implemented for the 2022-2023 school year, when we switch to position titles instead of just Coalition specialist

- I. ***BSC Communications Director***
- II. ***BSC Marketing & Finance Director***
- III. ***BSC Operations & Support Director***

BSC Internship Program

In the 2022-23 school year, consider establishing the BSC Internship Program. This would be a work-study role, preferably for a freshman or sophomore who would potentially be a student staff member in their following year.

1. Keep the Black Student Space maintained and organized
2. Give students an opportunity for employment, as well as develop social media and communication skills.
3. Give younger students hands-on experience as leaders, which will transform them to be future board leaders or future student staff.

4. EVENT PROGRAMMING.

I. Annual Events

These events are historic, mostly starting in 2018 by student leaders. You are in charge of making sure they continue, and collaborating with clubs in order to do so.

Fall:

- **Info Fair Collab:** self explanatory. each club should have a booth but so should the BSC. Work together to make sure every table is staffed.

- **First Friday/ Black to School Social:** Mixer with snacks, games and photo booth in VU 565. Welcome event for new students & kick off to start the school year. sibling matches should have all met by this time, at the event. This is on the first friday of the school year. We commonly rented out speakers from ATUS so use for a late night post- event *party* as well

- **Thanksgiving Dinner (African Caribbean Club & Adopted Youth in Bellingham)** : ACC hosts a potluck style thanksgiving dinner, and invites all multicultural children who were adopted in white families in bellingham. Lots of African and native children eating with college students.

Winter:

MLK Day: This is something the campus organizes, yall just give input.

For Us, By Us BHM Series: Every Saturday of February, student-organized and community Black history events. Typically 4 per month. Two Saturdays are pre-planned- with the skating and the summit, the rest are organized by student leaders. vote on ideas and events

Skating: Rent out skagit skate or lynden skate rink for a time period so it's only our students/ community there. You would have to pay a deposit that would get refunded I believe.

BHM Summit: One day that is filled with peer-education. Conference style with snacks and pizza/catering. Alumni and students can host workshops and activities that are both education, and social.

preferably, BSU would have a big event during the last week of February, a gala or something

Spring:

ACC Heritage Dinner: This is ACC's thing, but everyone gets involved. Lots of dancing and student performances, and student performers start preparing for this event at the end of winter quarter.

Pass the baton: Celebration of leaders & Black Graduation. Friday of dead/ prep week. Make a slideshow presentation, 1 slide per graduate with picture, name, major and accomplishments they wanna highlight. Make a "baton" (paper towel roll/ any stick with gold duct tape) and after the celebration of graduations, call up the board of each board to give some last words and manually hand the baton to the next one.

II. Guide to Organizing an Event

Hosting an event is a lot of work, but here is some guidance to going about the planning:

Most, if not all Black events have a photobooth. Rent out a camera and tripod from ATUS and get a decent backdrop set up.

Marketing:

Use instagram, email, discord, facebook as well as club meetings to promote events. It is important that you start marketing your event at least two weeks before the event date. Below is a sample schedule for a mid-size/ pre planned event:

2 weeks before: Spread the word about the event to club leaders, let them know the date, time, location so they can let students know in board meeting.

10 days before: Design social media flyers, post printed flyers in student spaces as well as digital ones of the wwubso instagram

*A good practice: HAVE 80% OF YOUR MARKETING DONE WITHIN THE 10-3 DAYS BEFORE THE EVENT TIME PERIOD. This includes emails, discord announcements, and more. Then the day before send an email to everyone as well as post in discord with the '@everyone' tag.

Food

It's best to avoid pork products in the menu, as it is not worth it since we have a large population of students who cannot eat pork for religious reasons. This includes gelatin found in marshmallows, rice krispy, gummy bears. When it comes to food, Aramark is the easy option for catering- outside of ordering pizza. They have bad ethics, but due to Western's contract, they are the point of contact for catering. If you don't want to have them cater your event- ask yourselves these questions:

Did you plan ahead enough to sign a contract with a caterer? Do you have the dedication & time to find a caterer, get a contract, negotiate a price? Do you have the budget? Can you afford the plates, utensils, napkins, tablecloths & food warmers (typically included in Aramark's budget) ?

A. *Catering- Aramark:* If you use aramark, please don't be stereotypical and do fried chicken and mac and cheese. Find a fairly simple dish and pass them the recipe. We've done a lot of chicken/lamb stew and rice, and different types of greens. There are alot of options available like:

- spring rolls(easy, everyone likes them)
- sandwiches
- salads
- grilled/ roasted chicken
- rice
- appetizers
- cookies
- brownies[even their vegan ones are a crowd pleaser]

B. *Catering- Non Aramark:* If you cannot do aramark, and need formal catering Hagggen also has a fairly easy catering system. If it is not a formal event and you want food, consider ordering bulk items from a local Restaurant. Mi Rancho \$1 tacos and rice are always a good deal, as well as thai food.

- C. *Not Catered- Snacks*: Sometimes, this is the easiest and best option. If you are just grabbing snacks and finger food, consider going to Costco/ Winco or grocery outlet and getting pre packaged snacks and drinks.

III. **Making Purchases**

When making purchases on behalf of the BSC, there are 2 ways to do so.

1. Pay for it upfront, and then submit a reimbursement form. You will get the money back in cash or a check mailed to you. If under \$75, you can get cash from the finance office
2. Make a purchase order, so you can use the university credit card for the purchase.

When you use the card you have to submit documentation/ receipts.

Clubs

I. **Leadership Council**

The purpose of Leadership Council (please get an official name and make sure it stays the same throughout this document), is to make sure all Black Clubs are being recognized and to avoid drama. Leadership Council meetings should have representatives from at least two board members from each club at each meeting. Upon the addition of any new Black centered campus club at Western, two representatives from the club will be added as voting members, and this charge will be amended. This management group will further be called “the council” throughout this document. The council will vote on upcoming events, spending of money, and will be a point of support where clubs can learn from and ask for help from one another as well as plan programming. Leadership council should start as bi-weekly meetings in the Winter Quarter. The council is also the first point of contact that BSC staff would go to share information, and seek guidance for the development of programming and events. The purpose of the development of this council is to ensure transparency.

II. **Club Conflict Guide**

When a club has some type of conflict that is not internal to the board, that requires an emergency council meeting. We want every club to be successful, the failure of one is the failure of all. The council will work together to develop an unbiased solution to the conflict and make any plans.

If a conflict arises: Parties present their point of view, and if the council cannot be unbiased, then bring a third party professional staff member to the meeting to go about navigating a solution.

Social Media

Connecting with the community is important, and we do that through social media. WWU BSO has a number of social media accounts including:

1. Instagram: @wwubso
2. Twitter: @ wwubso
3. Email: wwubso@gmail.com

Our logo is [this photo](#), made by Katana Sol. It is the Adobe Illustrator file so it can be modified, but I would recommend attaching this photo on all BSO items, so we can use it as our branding. Members of the leadership council can have access to the bso social media, specifically to post or share their events.

BLACKATWWU

BlackatWWU.com is our website. Currently being refactored but the moment it is in a format it can be continually updated by a nontechnical person, I will send the account information and attach it to this document.

STARTUP WEEK SESSIONS

The purpose of start week is to give Black students the opportunity to build community on campus and set them up for success. Success is not just academic, as BSO aims to focus on mental and hollistic wellbeing, so all of our sessions are aimed to give students an understanding of what college is, but also give them the support and resources to explore themselves and their identity.

a

Let's Talk 1: Community Connections

coffee & energizing snacks

panelists: 1 student from every college.

vibe: welcoming. *time:*

1.5 hours

Start by giving parents papers to write anonymous questions, or text them in. Introduce the student leaders, BSO, Black clubs, purpose of this event and why we do this .Parents are sent to breakout room with icebreakers to meet each other. Students play icebreakers and hope onto the groupme/ sign up on lists to stay connected.End meeting with food recommendations for parents that want to take their kids out for dinner. Student leaders host a small dinner on campus for those who aren't going with parents.

Let's Talk 2: Holistic Wellbeing

location: Rec Center

& comm lawn.

panelists: dr. sislena, rec center rep, health center nurse.

vibe:

educational. *time: 2 hours*

Part 1: Touring the rec center and then a discussion about holistic wellbeing on the lawn or inside. Learning about tools and services in the rec center, student health center, and counseling center from the panelists perspective.

Part 2: [Dr. Sislena can be present but no other panelists] a discussion about seasonal depression, mental health when on campus, and how to set boundaries and avoid burnout.

Workshop: What it takes to Graduate

location: in a

Computer Lab

panelists: SOS Advisors, seniors, juniors, pre-major advisors (?).

vibe: educational/

serious . *time: 1.5 hours*

Every student navigates classfinder and is given a GUR Sheet. Understanding credit loads, recommended classes per quarter, navigating degreeworks and planning out their next quarter. Finding buddies to take classes together! Also everyone with their intended majors go through degreeworks and make a draft plan of study.

Workshop: Activate the Activist

panelists: club leaders, student leaders).

vibe: fun, bonding .

time: 1 hour

Little history lesson- but not so intense. Learning about how we got to where we are today. The purpose of this goal is to get some incoming students interested in BSO and leadership on campus and what that looks like. Also giving the time for black clubs to introduce themselves, their club, their mission again and connect with the students

Workshop: Envision your Future

need

magazines, markers, crafts

panelists: none.

vibe: chill, fun .

time: 2 hours

Making vision boards, art, and having a moment to be in peace. This is so the freshmen can make community within themselves, but not feel so overwhelmed.

Let's Talk: How to Grow from Failure

panelists: financial aid representative, academic advising, seniors.

vibe:

personal. *time: 1 hr*

[HALF 1]: What happens if you fail a class? Lets talk to academic advising to go over QSAP, pace plans, etc

[HALF 2]: Emotionally growing from failure, how to not beat yourself up and find how to learn from this experience. Normalizing failure.

Workshop: Learning How to Study

panelists: tutoring center, SOS, students.

vibe:

education. *time: 1 hr*

College is a lot different from high school, and learning about methods to study and how to pass classes effectively and take notes. learning about active learning, and tools students use to navigate college. Student's bring their personal computers/use lab computers and set up their schedule on outlook.

Let's Talk: Staying Safe in Awkward Situations

[OPT IN]

panelists: Prevention & Wellness Services, DVSAAS, CASAS, planned parenthood club rep, wink wink? **vibe: personal.**

An introduction to all three offices. Providing wellness kits with information about safe sex, and condoms, and information about consent, sexual harrasment and resources to stay safe in bellingham. Learning about the late night shuttle, greencoats, and campus resources to stay safe.

Workshop: Finesse Your Education: Don't Buy the book

panelists: financial aid office

vibe: information.

time: 1 hr

[FIRST HALF:]Let's talk about tuition, what your loans mean, and understanding your financial aid package. refunds, and prepare the students for what that means.

[SECOND HALF: financial aid office leaves] how to get free textbooks and practices that save your money down the road.

Event: "Last Supper Kickback"

panelists: none

vibe: fun. Food, games, excitement. This is an end of week celebration and also a celebration because its the student's first . toast to a good year

Event: Cookout

panelists: none

vibe: fun.

An introduction to the Black faculty and staff that are on your side and want to meet you. A cookout that connects the community over food. At this point, invite older Black students and Black student's who have just moved in.

OPTIONAL EVENTS HELD BY STUDENT LEADERS:

These do NOT have to happen, but it is small actions/ unscheduled get togethers that builds community. communication of these events would be through the chat that students signed up for on the first day examples are:

1. MORNING HIKE IN SOUTH CAMPUS
2. OFF CAMPUS COFFEE : WALK TO 11TH HOUR AND TEA
3. SOCCER GAME
4. CAPTURE THE FLAG

DRAFT STARTUP WEEK SCHEDULE

For example purposes, using the 2021 calendar. In this calendar year, Wednesday 9/22 is the first day of classes and Sunday 9/19 is moved in day so it will be hosted at LakeWood.

| Thursday, 9/16 | Friday 9/17 | Saturday 9/18 | Sunday, 9/ 19* | Monday, 9/ 20 | Tuesday, 9/ 21 |
|--|---------------------------|--|--|---|-------------------------------|
| students check in and move in from 10-2pm, get settled. | Bonding Game | optional: morning hike | Drive down to Lakewood and get settled | | |
| | Holistic Wellbeing | Learning How to Study | Activate the Activist | Dont Buy The Textbook: Finesse Your Education | |
| | | | | FIND THE CLASSES | |
| 3PM: Let's Talk 1: Community . Connections with parents | What it takes to Graduate | | Envision your Future | Staying Safe in Awkward Situations | |
| 4-8 PM: Break time, students are sent to explore downtown, nap, be with family, etc. | How to Grow from Failure | | Cookout with black faculty | | |
| | | | | | |
| 8PM: Movie Night: MCC | | 6PM: capture the flag on south campus | | | "Last Supper Kickback" |

2020 Black History Month Schedule



OPENING INTRODUCTIONS
FOR US, BY US VIDEO
ALUMNI SPEAKER: GENE CASH
SOCIAL & DANCING HOURS
AWARDS
CLOSING

In 2019, we started the "For Us, By Us" Black History month tradition. BSO will continue this tradition to host one event a week each Friday (or Saturday) to build community. We book out a session at a skate rink and organize a carpool based on RSVP. Historically, the events should be a mix of social and educational in order to build community.

The Black Lives Summit was a campus mini-conference, and the schedule for that conference can be found with [this link](#). That link also broke down the schedule for the Legacy Ball.



PASSING THE BATON

Passing the Baton is the end of the year celebration THAT HAS TO BE HOSTED **AFTER CLUB ELECTIONS**. The purpose of this event is to honor the work of the student leaders over the year, and pass a baton to the next generation of leaders. Passing the baton requires the physical passing of a stick “baton” from the current club leaders to the next generation of club leaders that were elected. Theoretically, we would also pass the baton from current BSO Leaders to the next generation. The powerpoint from the first passing the baton event is linked [here](#).

The second half of Passing the Baton requires passing out graduation cords to the upcoming Black grads. We bought the cords from [this link](#), and it is the Red/Black/Dark Green color combo.

Passing the baton is a fun celebratory event! So invite Black faculty, staff, and all Black Students. It was originally in the fishbowl but we maxxed out the capacity. We had catering from Mi Rancho tacos, and spent ~\$300 to feed everyone.

SIBLINGS+

SIBLINGS+ is our program that matches new incoming students with current Western students. As of right now, the matching is managed individually through a google sheet. How it works is that we send out a google form to older siblings that are interested around May, then in June contact admissions to send out an email to Black students that have enrolled. Email Freddy Collins in Admissions (2021), but any admissions counselor has access to send the introduction email. [Here is an example introduction email.](#)

In the future, we want to find a way to automate the SIBLINGS+ mentor matching. Until then, sticking to the schedule for the forms is necessary to having a good mentor: mentee ratio

For SIBLINGS+, connecting students to the community is extremely important. That is why having the welcome email is extremely important. With the welcome email, send a “Welcome to Western” Guide like [this one](#) that is very informative and welcoming.

You are eventually going to have to host the SIBLINGS+ training, it will be super short, but needed to let the students know what they are signing up for. [Here are the slides for the first SIBLINGS+ training](#)

