

Club Activities Coordinator Temporary Position

Grant Proposal

Overview

Contact: Donna Wilson

Summary of Proposal: This proposal is to hire a Temporary Club Activities Coordinator to support 230+ AS Clubs.

Total Fiscal Impact: \$30,000 for 6 months (initial funding, additional request will be submitted later this year)

Duration: 6 months, to be completed by June 30, 2024

Information

Grant Objectives:

In June of 2022 the AS Finance Council approved a grant for funding for a Club Activities Coordinator Project position. This position is still active with Donna Wilson filling the role. However, due to some major organizational shifts which included the higher-level position moving to a new area, Donna has been submitted as Club Activities Manager and she has been acting in this role since July. This left Donna as the only staff person supporting our 230+ Clubs.

It is necessary to get Donna some additional staff support ASAP and therefore this initial request is to fund a temporary Club Activities Coordinator position for 6 months full time. Staffing is needed in this area on a more permanent basis as well, so the council should expect another grant proposal with the same justifications and a new budget for a 2-year non-permanent position in the coming months. But again, support is needed right away, so this initial request is only for 6 months.

The Club Activities Coordinator position would assist with new clubs, renewing previously inactive clubs, supporting club events, club promotion & outreach, assist in coordinating traditional events, and other smaller projects. Having the position hired will help Donna to focus on the management of the area including: Activities Council advising, strategic goals, longer term projects, higher level management (i.e. finances and staff/leadership development), and leading with less stress and more focus. The objective is to continue the level of service that clubs have come to expect over the past several years.

Details: This grant will pay the Coordinator wages, overtime, and required fringe benefits.

Fiscal Impact

\$24,000 = 6 months full time approximate pay rate

\$3,000 = approximate fringe benefits

\$3,000 = OT Eligible buffer

\$30,000= total compensation for six months (allowing for some buffer)

Justification

- How will the grant benefit WWU students at large?

Directly – this position will work with students at large to support new club formation, and support for club activities, which are open to all current undergraduate and graduate students. Clubs are encouraged to have faculty, staff, or community advisors but the attention to support those advisors has not been there, which affects club leaders who have limited support. This position will be tasked with enhancing that support.

- How will the grant be successful in achieving its objectives?

The grant will be able to hire a temporary professional staff member at a living wage who has the experience and knowledge to support club activities on campus. It will allow clubs to receive the level of support they have come to expect and deserve.

- How does the grant fulfill a demonstrated need?

The Club Activities Office is currently understaffed and overworked. By fulfilling this grant, we can continue to maintain club activities support. There has been an increase of at least 30-40 clubs in the last year and there has been more involvement in the existing clubs. This shows the increased interest in the AS Club area and the need for staff to support these activities.

- How does the grant support marginalized students in a strong and sustainable manner?

The Club Activities Office supports clubs who are committed to serving all students, including those in marginalized identities. The office also works alongside the Ethnic Student Center and the Accessibility, Diversity, Equity, and Inclusion area in supporting the work of ESC clubs as well as LGBTQ+, disability, womxn, and undocumented communities. This position can help assure that those advisors are provided the support and guidance needed.

- How is the grant aligned with the AS's values (equity, environmental sustainability, etc.)?

In order to provide meaningful support for clubs and high-quality club development opportunities that includes a focus on justice, equity, diversity, and inclusion work, and strong leadership. Providing an achievable workload for staff and a livable wage helps to encourage equity and help prevent burnout and high turnover of staff (which can result in a lack of institutional knowledge). We need more staffing to assure this work is done and done well. This grant will help us in that mission.

- How is the grant aligned with the WWU mission, AS mission, and your office mission?

The AS Club Activities “...offers all Western Students the opportunity to make the most of their college experience by getting involved in organizations that speak to their interests, passions, academic pursuits, identities, goals for social change, and more!” (copied from the WIN organization site).

In order to meet this mission, at least 2 full time staff members are needed. Without more staff, the support will be only what is essential, instead of the more development-based support that is truly needed.

- What alternatives are available if funding is not awarded?

We will have to re-strategize what we can possibly offer to the campus and Bellingham community. One staff member in the Club Activities Office can only do so much when supporting 230+ clubs and their varying needs. It is unknown how we would even support the basics needed by clubs with only one staff person. Additionally, support for club advisors would not be available as there is just not enough time to allocate to that need.