

SAF Annual Proposal Form for the 2014- 2015 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from December 6, 2013 until 5:00pm on January 15th, 2014. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2014 to 2015 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 7, 2014 and February 14, 2014. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 4, 2014. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SUBMITTED BY

Hillary Sanders - UWave Radio
hillary@uwave.fm
Jan 15, 2014, 04:59PM PST

SAF Annual Proposal Form

[Required] Proposing Group UWave Radio

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization IAS - Media and Communications

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Hillary Sanders

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email hillary@uwave.fm

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Required] Contact Phone 206.715.0248

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Faculty/Staff Member Amoshaun Toft

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email atoft@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

UWave Radio is the campus-based community station of the Bothell area and beyond. We are a center for community engagement, a hub for underrepresented voices and music, an environment for professional development, and a catalyst for social justice. As we grow as a station, reaching a larger target audience than ever before, our goals and needs as an organization are expanding as well. As a student-driven radio station, it is our mission to support a safe, creative environment for students to work on their personal and professional development. We want to provide innovative and diverse programming to the UWB campus and Bothell community. Our members are dedicated to making digital media accessible to everyone. Towards the end of fall quarter 2013, we successfully applied for a Low Power FM license from the FCC. This would give us FM broadcasting privileges within approximately a ten mile radius of our transmitter tower to be established on the UWB campus. This will open up our programming to an even more diverse group of people and will help shape interesting and informative programs.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

-Describe the need for this program or service.

-If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).

-If you have tracked the success of this program or service in the past, please provide that information here.

UWave Radio is committed to providing the UWB campus and beyond with accessible, engaging and diverse programming. Without the support of the university and our volunteers, we would not be able to provide the unique student experience that we do today. As we continue to expand, and our audience increases the population that we impact will become greater, as will our programming content.

[Required] Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

-Indicate the benefits of your proposed program for students.

-Estimate how many currently enrolled students will likely benefit from your proposed service or program.

-Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

Participation in UWave Radio is open to everyone. Current members include UWB students, CCC students, UWS students, UWB alumni, UWB staff, UWB faculty, and community members. While the organization is open to participants from across the CCC & UW campus and broader communities, leadership and organizational direction is driven by students, for students. Currently, UWave has about 70 members on our general email list. This is not including supporting faculty, or outside business connections that we have made thus far. Not only that, but members of other student organizations can benefit from our provided exposure of their activities and events. A campus radio station is an outlet for all students and community members to engage in digital media. With an FM station broadcasting to the Bothell community and beyond, listeners outside UWB are also able to take part in UWave's unique mission to represent the voice of the community.

[Required] How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

UWave is a radio station established by students, for students. This means that we are completely open to the comments and critique of the student body. When we are granted LPFM status, we will also seek feedback on our programming from the Bothell community who tune into to our station.

Currently, the Promotions Department works to collect information from our listeners, supporters and the students about what kinds of programming they want to hear on-air. Our Programming Department then responds to those requests to make a more rounded programming schedule. They regularly assess the breadth and depth of content of the station in order to best serve the student body and the community. Additionally, we are able to review the number of listeners who tune into the station, as well as evaluate feedback we receive from them through e-mails, social networking, and student participation at events.

Lastly, because UWave Radio is an academic course in the Interdisciplinary Arts and Sciences department at UWB, students receiving credit for their involvement have the opportunity to critically reflect on the progress of the station throughout the quarter, as well as areas that we could improve on.

Additional Information N/A

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Salary/Wages

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Station Manager

Radio station managers ensure the smooth operation of daily workflow. They usually manage many different aspects of the station in order to support group efficiency and collaboration. It would be the role of our station manager to supervise the various departments and to determine where extra help is needed. They would need to have ample technical knowledge to understand the operation of all station equipment. They would also ensure that all program hosts are in compliance with local, state, and federal broadcasting regulations.

Ideally, we would hire a station manager, either from UWB or an outside hire, who has extensive working knowledge of low power FM station governance as well as FCC requirements and restrictions. Payment would be as follows:
\$35,000 salary per year

For all other leadership positions, we have created an organizational structure that reflects participatory student-driven focus, providing opportunities for engaging in the running of the station through a volunteer-based departmental structure. Therefore, all DJ's, department directors, and other UWave participants do what they do for the station because they want to, and will not receive compensation.

Requesting:
\$35,000 per year

Engineer

For the last several months, our engineer has been providing us with technical support in applying for the LPFM license. As a low power FM station, UWave Radio would require the setup of a transmitter tower which we have established would be located on campus. In the near future, we will need to be able to pay our engineer to provide necessary transmitter maintenance and upkeep. He would be paid hourly for an average of 4 hours per month for a total of \$3,600 per year.

We have already compensated our engineer for work completed in the LPFM application process, but in order to ensure strong technical support in the future, UWave will need to have the funds available to sustain FM broadcast capabilities.

Requesting:
\$3,600 per year

Benefits N/A

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

Programming/Events N/A

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

Facilities Rentals/Set-Ups N/A

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member.

Please put total dollar amount of facilities in the bottom of this box.

Printing & Photocopying N/A

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies N/A

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

Food/Refreshments N/A

Describe the funds you are requesting in detail below.

Please put the total dollar amount of food/refreshments in the bottom of this box.

Please review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase N/A

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box.

Transportation N/A

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University.

Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel N/A

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box.

Telecommunications N/A

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put the total dollar amount of telecommunications in the bottom of this box.

Other N/A

Please include any other expenses that don't fall under any of the above categories in detail.

Please put the total dollar amount of other in the bottom of this box.

[Required] Total Amount Requested \$38,600

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

-I understand that once submitted, adjustments cannot be made to the total amount requested above.

-I understand that hearings will be held between 8:00am and 12:00pm, tentatively scheduled for Friday, February 7, 2013 and Friday, February 14, 2014. Someone from my group will be available to attend a brief hearing scheduled during that time frame.