SAF Annual Proposal Form for the 2018-2019 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 13, 2017 until 5:00pm on January 11, 2018. 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 2018 to 2019 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 2, 2018 and February 9, 2018. 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/studentaffairs/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 13, 2018. 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.

The submission window will be open on Monday, November 13, 2017.

Questions? Please contact the SAF Committee, at SAFuwb@gmail.com.

Information to Know Before Submitting Proposals
1. Read Guidelines for Funding/General Criteria for Evaluating Funding Requests before you decide to submit a request (http://www.uwb.edu/studentaffairs/safc/safbylaws).
2. Services and Activities Fees may not be used in support of credit-bearing courses.
3. If you plan on requesting food in your application, please familiarize yourself with the University Food Policy.
4. Please note that the committee cannot fund more than you request (with the exception of benefits associated with salaries or wages, which are set annually by the state and university). If there is a submission error, the committee cannot make any changes and will base their decision on the initial request only. Additional forms/attachments will not be accepted.

SAF Annual Proposal Form
**Question 1.** *(Indicates a required field)*

Proposing Group

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

Student Media

**Question 2.** *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Student Engagement & Activities

**Question 3.** *

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.

Hannah Dinero - Clamor
Katie Pham - Husky Herald
Ryan Henrie - UWave

**Question 4.** *

Contact Email

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.

hdinero1@uw.edu
katiepham4@gmail.com
rshenrie@uwave.fm

**Question 5.** *
Contact Phone

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.

425.352.3735

Question 6. *

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner.

Brenda Dao

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.

daob@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

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

The 2017-2018 Academic year is the first year that the student media organizations have been advised through Student Engagement & Activities. These organizations include Clamor, the Husky Herald, and UWave Radio. Clamor, the UWB Literary and Arts Journal is the only professional-grade arts publication on campus. It represents the best of Bothell’s diverse creative culture. Husky Herald is the student newspaper of the University of Washington, Bothell. Its purpose is to represent the voices of the UW Bothell student body through inclusive and educational articles. UWave Radio is
the campus-based community station. It provides a center for community engagement and a hub for underrepresented voices. Through story-telling on various platforms like Open Mic Night, radio shows, journals, and newspapers, the student media organizations cultivates student leadership and highlights a plethora of different identities that are significant to UWB students. The student media organizations are created by students for students, in order to give students the hands on and outside the classroom experience, while creating an environment for professional development. These student media organizations fosters participation from students of all backgrounds in campus-wide artistic collaboration and contributes to a number of the 21st Century Campus Initiatives including Student Centered, Community, Diversity, Innovation, and Resourcefulness.

**Student Centered:** Clamor offers a unique experience for student editors, who learn hands-on how to solicit, edit, and publish a world-class literary and arts magazine in print and digital form. It also offers students on campus quality reading, viewing, and listening experiences. Husky Herald allows students to engage in all aspects of the journalistic process; brainstorming, interviewing, editing and publication. Through Husky Herald, students serve to tell the stories of the student body at UW Bothell in a manner that is accurate and representative. UWave is driven by student leadership and collaboration. Together students receive hands on experience and training adhering to industry standards, software, hardware and practices.

**Community:** By showcasing the growing and increasingly vibrant artistic culture of the campus, Clamor both creates a sense of community and connects us to the arts community of the Pacific Northwest and beyond. We help spread the reputation of the University by producing a publication that puts UW Bothell on the map. We are boundless. By telling the stories of the UW Bothell student body that may not be told elsewhere, as well as illuminating issues that affect students, Husky Herald cultivates a sense of belonging for the UW Bothell student body. We give students a platform where their thoughts and contributions are valuable. UWave collaborates and engages with various other groups and organizations on campus and throughout the community. Students and community members have the opportunity to create their own media by hosting shows on the radio station.

**Diversity:** Clamor’s editorial board is truly interdisciplinary and international, reflecting students with diverse backgrounds and educational and career goals. We are committed to creating a journal that reflects our diverse campus and that celebrates artists who are committed to creative innovation, social justice, and powerful expression. Husky Herald draws in students from all disciplines, with majors ranging from Media and Communication Studies to Biology. We honor and provide a space for students with strengths in writing, editing, photography, social media, and marketing, with the common goal of reflecting the diverse UW Bothell student body through creative interdisciplinary collaboration. UWave is committed to acting as a catalyst for social justice and platform for underrepresented voices. We encourage and promote an atmosphere of diversity and inclusion.

**Innovation:** Our expansion of the journal every year since 2011 to include an app, website, and public exhibition is only possible with the continued support of SAF. This allows us to contribute directly to the campus culture of innovation and enrichment of student life. Husky Herald has grown since its conception to have a Facebook and Twitter page, to provide students with timely updates. We also have a website that is in construction, that will expand access to our publication. UWave is
working with Interactive Media Design student to develop a new app for mobile access and incorporating a new phone system for an interactive listener experience.

**Resourcefulness:** Each year we make creative use of financial and human resources by collaborating with other groups on campus to host events and by carefully managing our budget. In 2017, Husky Herald demonstrated our resourcefulness by using our allocated budget to purchase newspaper racks and further increase the visibility of our publication on campus. UWave maintains our own equipment, and develop our own software that we use to broadcast in the studio. We organize our own events to be cost effective and accessible.

**Question 9. * **

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- 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.

Student media is essential to Bothell’s interdisciplinary vision because it showcases publishing and broadcasting work by students from across campus majors and units. Clamor provides the only professional-caliber artifact of literary, artistic and multimedia work on campus through professional publishing, curating and editing experiences that are applicable to a wide range of career and educational opportunities. Husky Herald journalism is crucial for students to learn professional skills that they cannot learn inside of the classroom. Each student has an opportunity to engage with administration, take turns practicing leadership and thinking critically. It also helps to create an inclusive and transparent campus, which benefits staff and students alike by establishing communication and interaction. UWave Radio gives students a creative outlet as well as a hands on experience with public speaking, event planning, leadership, communication techniques and technology that is unavailable anywhere else on campus or in the local area.

**Question 10. * **

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

The 2017-2018 Academic year is the first year that the student media organizations have been advised through Student Engagement & Activities. In previous years, Clamor, Husky Herald, and
UWave requested funds through separate proposals to SAF, which have been approved. Under this new advising model, we will be submitting one combined request.

Husky Herald and UWave have had paid student positions in the past and would like to bring them back to strengthen the support and services to their individual organizations. The four positions are needed as they provide expertise into the specific roles that Husky Herald and UWave need to be successful as student organizations. These positions serve as a way to keep Husky Herald and UWave operations maintained and ensure that individual responsibilities are completed. Clamor and Husky Herald have previously had their printing requests approved.

The new funding requests for overall student media are for programming, equipment supplies, and operational and marketing programming. Recently, many of these costs were funded through Club Council, as these groups were treated like clubs. This created limitations to the resources available to support the student media organizations. The new advising model linking student media organizations directly to Student Engagement & Activities provides stronger overall support for these groups (similar to CEB, SJOs, and etc.) and means that the funding source should be awarded through SAF directly because they are no longer structured as clubs, but as sponsored organizations through SEA.

Question 11.

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.

In 2017, the student media organizations has been able to distribute a combination of over 5000+ printed copies of journals and newspapers that engages students and staff. 2000 submissions of stories and art were received from students. Over the course of events like Open Mic Night, dances, Clamor Launch Party, and Clamor Student Art Exhibitions, approximately 1000 participants attended overall. The student media organizations provide leadership opportunities for 50+ students to be involved and create content, like participating in the Undergraduate Research and Creative Practice Fair. Additionally, the student media organizations foster interdisciplinary expression and collaboration across all campus majors, including STEM, Nursing, Business, and the Interdisciplinary Arts and Sciences. From readers, to event attendees, to contributing authors/DJs, hundreds of students have participated within the student media organizations proving it is an invaluable student service.

Question 12.

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

The student media organizations use quantitative and qualitative data for assessment purposes from the events, DJ shows, newspaper articles, and journal submissions. They monitor their specific websites, social media, and radio shows for participation and feedback.

Clamor sends out surveys to previous submitters to find out whether Clamor is meeting its core values of artistic community, professional-grade publication, and diverse voices. The caliber of the journal itself in comparison to other professional-grade journals produced on college campuses is another metric they use. Clamor’s editors keep track of submissions and published works by medium to ensure they are producing an interdisciplinary journal, as well as tracking number of journals printed/distributed and attendance at the spring launch party.

Husky Herald tracks the assessment of their publication through the readership. Specifically, they track the publications service by checking stacks on the newspaper racks that are located in five different locations on campus. Husky Herald intends to purchase more racks through the increased request in the programming line as a method of reaching a wider audience. Additional newspaper racks located in more locations throughout campus will drive further engagement from UWB students, faculty, and staff in student media publications. In Fall 2017, we received feedback from building managers that had newspaper racks present that there is significant interest in the publications and the supply is depleted the same day the newspaper racks are stocked.

UWave specifically collect information from their listeners, supporters and the students through surveys about what kinds of programming they want to hear on-air. They then respond to those surveys and additional email requests to make a more rounded and inclusive programming schedules. There are regular assessments of the breadth and depth of on-air content to determine what best serves the student body and community. UWave also has the ability to review the number of listeners tuning in, analyze the more popular programs, and evaluate feedback received by listens through emails, phone calls on air with the phone system, social networking, and in person at events.

Question 13.

Additional Information

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

Clamor allows UW Bothell to not only measure up to the expectations that all colleges have a literary arts journal, it surpasses others by being student-driven and student-supported and produced in exceptional quality. It’s a professional, high grade journal reflecting the passion of the campus as a whole.
The Husky Herald has grown from a front to back leaflet into a true student newspaper. We are unable to print enough papers to keep up with our readership, for our October/November cycle 750 copies were printed and all but a handful were gone within the week. There were demands for more copies after the 750 copies were distributed. We believe that this feat is a true testimonial of the Husky Herald’s reach.

UWave currently has 34 hours of student run radio shows weekly, curated and facilitated by 11 different students. Our leadership is currently composed of 5 students. We are actively expanding our influence through campus and community outreach, seeking out involvement and collaboration as well as promoting student produced media content.

**Question 14.**

**Salary/Wages**

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at $X per hour for X weeks).

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours</th>
<th>Rate</th>
<th>Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UWave Station Manager</strong></td>
<td>19.5</td>
<td>$15.45</td>
<td>20.7%</td>
<td>$6,546</td>
</tr>
<tr>
<td>July 1 - Dec 31:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 1 - Jun 30:</td>
<td></td>
<td></td>
<td></td>
<td>$9,038</td>
</tr>
<tr>
<td><strong>UWave Chief Engineer</strong></td>
<td>19.5</td>
<td>$15.45</td>
<td>20.7%</td>
<td>$6,546</td>
</tr>
<tr>
<td>July 1 - Dec 31:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 1 - Jun 30:</td>
<td></td>
<td></td>
<td></td>
<td>$9,038</td>
</tr>
<tr>
<td><strong>Husky Herald Editor-in-Chief</strong></td>
<td>12</td>
<td>$15.45</td>
<td>20.7%</td>
<td>$3,804</td>
</tr>
<tr>
<td>July 1 - Dec 31:</td>
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<td>Jan 1 - Jun 30:</td>
<td></td>
<td></td>
<td></td>
<td>$5,562</td>
</tr>
<tr>
<td><strong>Husky Herald Assistant Editor</strong></td>
<td>10</td>
<td>$16</td>
<td>20.7%</td>
<td>$4,635</td>
</tr>
<tr>
<td>July 1 - Dec 31:</td>
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<tr>
<td>Jan 1 - Jun 30:</td>
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</tr>
</tbody>
</table>
Total salary/wages: $48,339

Question 15.

Programming/Events

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. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

Below is the breakdown and total for all student media programs and events across four academic quarters. Programming funds may be used for any and all of the following: facility and technology rentals; general supplies for events; printing supplies for posters and training curriculum, etc.; marketing and promotional materials; and any other costs related to program planning and execution.

UWave Programming: $1,500
Husky Herald Programming: $500
Clamor Programming : $1,400
Student Media Promos: $2,100

Total Student Media Programming: $5,500

Question 16.

Facilities Rentals/Set-Ups

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 and on the spreadsheet.

Included in programming estimate above.

Question 17.

Printing & Photocopying

Describe the funds you are requesting in detail below.
Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

Below is the breakdown and total of all the printing and copying that Clamor, Husky Herald, and UWave will need to operate their organization.

Husky Herald Newspaper Prints: $10,166
- Husky Herald have increased our printing rate from 8 to 9 issues a year, and from 4 to 6 pages
- $1,129.55 per issue (750 copies)
- 750 copies per issue x 9 issues per year = 6750 copies/academic year
- Cost allows to print images, as well as front and back pages in color

Clamor Journal Prints: $12,667
- Because Clamor works with the printing company each year to minimize the per-print cost based on the number of pages, number of color images, and materials that are chosen, Clamor will not know how much the issue costs to print until Clamor has finalized the content in the Spring. On average, Clamor has tried to have 2,500 copies printed in previous years.

Student Media Printing and Photocopying: $1,000

Total Student Media Printing & Copying: $23,833

Question 18.

Office Supplies

Describe the funds you are requesting in detail below.

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

Included in programming estimate above.

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: https://www.uwb.edu/finance/food-approvals

Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem
Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

Included in programming estimate above.

**Question 20.**

**Equipment Rentals/Purchase**

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 and on the spreadsheet.

Included in programming estimate above.

**Question 21.**

**Transportation**

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 provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

N/A

**Question 22.**

**Meals and Lodging for Travel**

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/content/104877](http://www.gsa.gov/portal/content/104877)

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 and on the spreadsheet.

N/A
Question 23.

Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at $10 per line per month.

https://itconnect.uw.edu/service/campus-telephone-services/

Below is the breakdown and total of all the operational fees for Clamor, Husky Herald, and UWave, including Creative Cloud programs, Radio Licensing and Copyrights, and Domain renewal, submission membership.

UWave Operation Fees: $1,250  
Husky Herald Operation Fees: $500  
Clamor Operation Fees: $500  
Student Media Software: $2,900  
Student Media Office & Studio Supplies: $5,000  

Total Student Media Operations: $10,150

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

N/A

Question 25. *

Total Amount Requested

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.
Terms and Conditions

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: [http://www.uwb.edu/studentaffairs/safc/safbylaws](http://www.uwb.edu/studentaffairs/safc/safbylaws)
- I understand that 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.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 2, 2018 and Friday, February 9, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.