

# SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. 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 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. 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 3, 2015. 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  
Fatima Al-Shemary  
f.alshemary95@gmail.com  
Jan 13, 2015, 04:11PM PST

ON BEHALF OF  
Clamor Literary Arts Journal

## SAF Annual Proposal Form

[Required] Proposing Group Clamor Literary and Arts Journal

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

[Required] Department/Organization Student Club

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

[Required] Contact Person Fatima Al-Shemary

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 falshemary@gmail.com

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 (425)350-4110

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 Amaranth Borsuk

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 aborsuk@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>

Clamor, the UWB Literary and Arts Journal and the only professional-grade arts publication on campus, represents the best of creative culture at Bothell. While student editors receive credit to produce the journal, Clamor's primary function is to showcase the growing and increasingly vibrant artistic culture of the campus. Clamor is the creative face of the arts at UWB and a forum designed to foster student participation in campus-wide artistic collaboration. Since 2011, Clamor has expanded to include a website, iPad app, and exhibitions on campus and in the community.

**[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.

Art is the cornerstone of a transformational learning community. Clamor contributes to this UWB core value in three ways:

- 1) For the campus, Clamor provides a public face for the arts and helps establish UWB's reputation as a site of creativity and innovation.
- 2) For students and contributors, Clamor provides the only professional-caliber artifact of literary, artistic and multimedia work on campus, and a vital addition to creative, academic, and career portfolios.
- 3) For student editors, Clamor provides professional publishing, curating and editing experience applicable to a wide range of career and educational opportunities.

The S.A.F. committee has historically funded the publication, which in turn has established Clamor as a landmark of creative culture on campus and in the region. At a time of rapid campus growth and expanding interest in the arts, the need for Clamor has never been greater. Clamor provides a unique educational opportunity, fosters cohesive student community, and represents the depth and innovation of creative output on campus.

**[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.

Clamor is an artistic cornerstone of our campus, directly benefiting every student enrolled by providing a publication forum for creative work at UWB. Clamor prides itself on reaching a large portion of the student body by publishing everything from written and visual art, to sculpture and performing arts, to digital art and graphic design. The varied content benefits students across disciplines, including Computer Science, Nursing, Business, and the Arts. In 2009 there were 2,429 students at UWB, and in the 2014-2015 academic year, 4,963. The growing student population indicates an ever present need for the literary journal, whose readership is clearly growing, evidenced by the quickly disappearing copies of the print journal (700 in 2012, 650 in 2013, 640 in 2014)\* and high number of visits to the journal website (over 4,500 visits annually). Contributors to the journal (57 in 2012, 67 in 2013, 75 in 2014) benefit from exposure and professional publication credentials. Student editors (9 in 2012, 12 in 2013, 16 in 2014) gain industry-grade skills in publishing, design, teamwork and professional practice. From readers to contributing authors, hundreds of students have participated in the work of Clamor proving it is an invaluable student service.

**[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?

The success of the journal is assessed in several ways: by the dedication of student editors who participate; by the growing number of submissions received; by the caliber of the finished publication; and by the evaluations from enrolled students and the larger UWB community. Our editors are passionate and some have joined the journal specifically because of the high quality of work in past issues. Moreover, there is always a much greater demand for the journal than the budget is able to satisfy, as evidenced by the quickly disappearing copies of the journal, and by the increasing number of students, faculty and community members that attend the launch party each spring (120 in 2012, 300 in 2013, and upwards of 350 in 2014). In 2013, when funding for student publications was cut, a petition of support was circulated to the UWB campus which gathered over 600 signatures from students, faculty and staff who believe in the importance and success of the journal. Furthermore, with the MCS and IMD majors, the new minors in Interdisciplinary Arts, and the MFA in Creative Writing and Poetics, the importance of the journal is also growing—as a site for creative engagement, as an opportunity for publication, and as an important contribution to campus community. These factors taken together demonstrate an already successful program that will be taken even further in 2015 with the help of the SAF committee.

**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 represents the very best artistic and literary practices at UWB, helping to foster a sense of creative community and artistic identity and providing exposure for our campus and contributors. Those who publish with Clamor benefit from the growing public audience for their artistic endeavors. This is a valuable opportunity for career and portfolio development and a chance to get professional recognition from peers. The benefit to those enrolled in the course is the rewarding editorial experience and collaborative leadership skills gained through the production and presentation of the journal. Clamor provides experience that prospective employers and graduate schools will find attractive, in terms of hands on skill and the collaborative environment in which editors are engaged. The high quality journal establishes a literary voice for the UWB campus that competes with the best literary journals across the region. The artistic experience that Clamor provides to its readership expands creative thinking on campus, emphasizing the diverse and dynamic culture of UWB.

**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.

Editors receive course credit: 3 credits for Autumn Quarter, 3 credits for Winter Quarter and 4 credits for Spring quarter.

A faculty advisor oversees the course within the School of IAS as part of their regular teaching load.

**Benefits**      Not applicable.

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 Not applicable.

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 Not applicable.

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

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

\*While the campus body and number of contributors to the journal have grown annually, the increasing cost of printing and our decreasing budget have meant we can print fewer copies of the journal each year (See question 3--estimated number of students who benefit from Clamor). We are requesting \$14,500 in funds for the printing of Clamor Literary and Arts Journal (based on approximately 900 copies).  
Printing and Photocopying: \$14,500

Office Supplies Not applicable.

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 Not applicable.

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 Not applicable.

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 Not applicable.

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 Not applicable.

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 Not applicable.

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

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.

Funds requested for production of the journal's digital edition and web management.  
Registry of clamor-journal.com \$26  
Adobe Creative Cloud: \$239 / yr (discount with annual prepayment)  
Submittable membership: \$160 / yr (discounted for literary journals)  
Apple Developer Account: \$100 / yr  
Google Play Developer Account: \$25/yr  
Total: \$550

[Required] Total Amount Requested \$15,050

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 11:00am, tentatively scheduled for Friday, February 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.