

# 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  
Christian Arciniega  
pastrychef13@comcast.net  
Jan 14, 2015, 04:43PM PST

ON BEHALF OF  
Husky Herald

## SAF Annual Proposal Form

[Required] Proposing Group Husky Herald News Team

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

[Required] Department/Organization Student Clubs and Organizations

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

[Required] Contact Person Christian Arciniega

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 pastrychef13@comcast.net

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 425-750-3926

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 Dr. Kristin Gustafson

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 gustaf13@uw.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>

Husky Herald serves to inform and educate the growing and diverse University of Washington Bothell community through student-centered and innovative journalism. Using the 21st century popular model of convergence journalism, Husky Herald integrates best practices across all disciplines, programs and interested community partners. Through this multimedia platform, Husky Herald deepens and broadens community engagement by providing leadership opportunities for students to report, write, design, edit and produce news creatively and ethically. It is the vision and goal of Husky Herald to develop partnerships and strategic plans that encourages a sustained and independent student voice. Finally, Husky Herald serves a public, particularly of students, by reporting relevant, useful, and interesting information that make the university system and its resources more transparent.

**[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.

A student-run newspaper plays an important role in providing a safe and uncensored platform for students of diverse backgrounds to express an independent voice and engage in conversations about life on campus and beyond. Without the continued support of the university, the Husky Herald will fail to be a sustainable and enriching part of the UWB experience, which has great potential to provide opportunities for growth and development of professional skills and building community relationships. We know that the students want to have a paper. We see article submission ideas and meeting inquiries posted from students on Husky Herald's OrgSync page. According to last year's budget proposal submitted by the former Editor-in-Chief, Jaclyn Pang, traffic to the Herald's website generated on average 2,000 visits per month and reported 479 people liking its Facebook page. More compelling is the fact that the Facebook traffic has increased to 501 likes despite the paper's inactivity. We would like to revive the paper and establish classes that will compliment the tasks required for operating a successful and sustainable student voice dedicated to the 21st century initiatives.

**[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.

Husky Herald News Team offers tremendous benefits in many career field explorations. For instance, students pursuing a career in journalism or even pursuing a career in writing can become more adept within the Husky Herald, through conducting research, conducting interviews, and peer critiquing on their submissions. Other areas students can attain experience in are audio/video production, web design, and marketing. For audio/video production, students can work with editing or producing videos or recordings we share on the website and over UWave's radio system. Our collaboration with UWave Radio is an example of our community involvement, where we intend to publicize news together through newspaper and radio as the voices of our community. With Web Design, students have the opportunity to work our student run website and social media pages. Lastly, Advertising is crucial to our club's publicity, so our club's promotion through different mediums needs student help. By sharing campus news and news outside of the campus, we can draw more community involvement and accurately inform them on what is transpiring in the world. We can even develop stronger community partnerships as a result of our commitment to business with them and our promotion of our brand with them.

**[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?

There are many ways we can track the effects of Husky Herald and its service to find out how we are positively affecting the community and how we can improve. We have surveys on Org Sync that can request students' evaluations or reflections of how their experience went and what they would like to see next time or for the future in general. Our Facebook page and our Twitter page are open to listen to student's concerns for how we can improve and what they would like to see come from their student run newspaper. In addition, we can also monitor our support through these social media sites, such as how many people liking our page. While we consider our platform as a way of being the student's voice, we stress the importance of listening to the students and what their concerns are with the content we include and the approach in which we share that content. Our Husky Herald website will be open to students sharing their feedback on what they would like to see from us as a club, what concerns or issues on or off campus we should address, and whatever improvements that they feel deem feasible to implement. It's important that we voice to the public accurate and effective content that they want to read and to take their suggestions into account on how we can be even more effective.

**Additional Information**

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

Without the support of the university, Husky Herald will fail to become a sustainable and viable platform for the student voice and experience at 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.

Editor-in-Chief to be paid a stipend with the breakdown as follows:

\$500 startup, training, recruitment

\$1,500 Fall

\$1,500 Winter

\$1,500 Spring

\$500 transition to new staff

\$5,500 total

(2) Assistant Editor: 15 hours/wk at \$11/hour for \$4,950

Web/Graphic Designer: 10 hours/week at \$11/hour for \$3,300

(4)Writer: 8 hours/week at \$10 for \$2,400

Freelance work should be funded at \$30 for a limited total of \$300 a quarter and a year-end freelance total of \$900

Totaling \$29,200

**Benefits**

No answer submitted.

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

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.

\$200 to support events promoting student involvement and interest in the newspaper and possibly a First Amendment event.

Facilities Rentals/Set-Ups No answer submitted.

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.

\$10,000 for printing costs to produce a monthly issue that is distributed across campus and response to student requests for digital and hard copies.

Office Supplies \$250 for printing cartridges and related costs.

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 No answer submitted.

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 \$500 for two audio recorders.

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 No answer submitted.

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 No answer submitted.

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 No answer submitted.

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 \$1,200 for promotional items (business cards, press passes, extra flyers, etc.) at \$400 a quarter.

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 \$41,650

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.