SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

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

Husky Herald

Question 2. *

Department/Organization

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

Student Engagement and 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.

Nathan Thomas, Editor-in-Chief Katie Pham, Assistant Editor

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.

njonthomas2@gmail.com

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.

425-879-1210

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.

Kristin Gustafson, IAS, faculty adviser to Husky Herald

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.

gustaf13@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 Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:
http://www.uwb.edu/21stcentury

The *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. Adhering to the 21st Century Initiative model, the *Husky Herald* supports growth by providing a platform for students to take on challenges outside of the classroom. The many obstacles of the Husky Herald are solved by strong leadership and thinking outside of the box, many of the problems posed would be impossible to recreate in the classroom, which rounds out our education here at UWB.

Student journalism relies heavily on knowing the right people and networking constantly. Utilizing our network to gather information and write our stories is an example of resourcefulness. In 2016 we have proven our resourcefulness when it comes to budget. The Husky Herald was supposedly allocated funds, but no one was capable of providing them, it took resourcefulness to create a standalone budget to print our first issue.

Our diversity can be seen in the faces of our staff, staff and we write. Each issue of the Husky Herald we hope to create a superior product that will resonate with every person on campus, we hope that there will be at least one article of interest for each student. Our audience and our staff are made up of students. While Professor Gustafson is there to answer any pressing issues we may have, or suggest advice when needed, we are completely student operated.

Shared knowledge deepens our community and that is what we aim to do. With shared experiences and knowledge we can bring the campus closer together. The Husky Herald attempts to be present at every public event, by doing this we ingrain ourselves in the community.

Our innovation comes from the brains of our staff writers. We have staff from all disciplines, which creates a working environment that is filled with fresh ideas. The stories we write span the departments and bring us together as scholars and as people.

We aim to be as eco-friendly as possible with the printers we use, the paper we use, and cutting down on excess. We use computers rather than paper to take notes, edit and write our stories. Our stories aim to build people up and we hope that our message is one of learning, positivity and inclusion.

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.

A student-run newspaper 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 creating communication.

We track the readership of our issues by checking on newspaper stacks bi-weekly, from our last check before winter break there were only 13 newspapers left after our distribution of 500 copies.

The amount of supportive emails and students/staff reaching out to us as an organization is constant. Our correspondence with the campus is proof of our effectiveness as an organization.

We have also expanded our online presence and received hundreds of views on our facebook page, along with the 613 people who actively follow us on facebook.

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.

We will be requesting the same funding as in the past, with the exception of Apple care for the publication's office computers.

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.

Husky Herald is run by a group ranging from about 10-20 students per quarter who gain experience in researching, interviewing, editing, layout, print and social media publication. In addition to the *Husky Herald* students that will benefit from this position, there are students in "Intro to Journalism" and "Community Media Practice" courses who are often asked to contribute work (approximately 25 per quarter). This experience is everything to student who want hands on work experience, experience as a leader and working as a team.

There are also students and faculty who read our print issues (about 600 print copies of every print issue). *Husky Herald* regularly collaborates with other club organizations such as *Clamor* and *UWave*. It serves as a platform for promoting club and school events. *Husky Herald* has a strong social media presence, with 613 Facebook followers, and 34 Twitter followers. This would bring us to the conclusion that if our readers and followers are the same people we reach about 600 people per quarter with 35 being actively involved in the newspaper. A *Husky Herald* website is in construction, which would allow a greater volume of stories to be published and extend the scope of our publication.

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 assessment of our publication happens through our readership. We actively engage students and faculty on the campus. If our newspapers are being read we know that we are doing our job. Likewise with social media, if people are interacting with us on the digital platforms we know that we are reaching people who may not be on campus as often, or are located in the Bothell community.
>
> We track our service by checking stacks, reaching out to the community and monitoring our online presence. We track this by numbers and by feedback. We take all feedback very seriously and hope that it shows in our growth.

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.)

> 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 500 copies were printed and all but a handful were gone within the week. There were demands for more copies after the 500 copies were distributed. We believe that this feat is a true testimonial of the Husky Herald's reach.

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).

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.

Salary

Computer

Office supplies

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.

$0

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.

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.

$0

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

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

http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

$0

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.

$0

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.

$0

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 them 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 and on the spreadsheet.

$0

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/

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.

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.

$10,170

Question 26. *

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

- 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 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.