

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19399478	
Submission date: 1/16/2020 10:39 AM	
Total time: 6 minutes, 38 seconds	
Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Student Engagement & Activities - Student Media
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Student Engagement & Activities
<p><i>Question:</i> 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.</p>	Clamor: Noelle Rittenhouse Husky Herald: Sanjevni Prasad UWave: Brannan Widdis Adviser: Brenda Đào
<p><i>Question:</i> 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.</p>	Clamor: noelle.rittenhouse@gmail.com Husky Herald: uwbae@uw.edu UWave: uwbsm@uw.edu Adviser: daob@uw.edu
<p><i>Question:</i> 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.</p>	425-352-3735
<p><i>Question:</i> 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. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes.</p>	Brenda Đào, Program Manager Sam Al-Khoury, Director
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	daob@uw.edu sea2@uw.edu
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	The 2020-2021 Academic year will be the fourth year that the student media organizations have been advised through Student Engagement & Activities (SEA). 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. Husky Herald is the student newspaper of the University of Washington Bothell. UWave Radio is the campus-based community radio station. Storytelling is a core component in the student media platforms, "where students co-create collective learning experiences with their peers, which cultivates their agency" (SEA's Mission Statement). Our student leaders create media opportunities for other

students, to provide a hands-on experience while creating an environment for professional development. This aligns with how "[SEA] supports students as they navigate co-curricular educational opportunities to clarify their identities, purpose, and sense of belonging on campus" (SEA's Mission Statement). Clamor offers a unique experience for student editors to solicit for, edit, and publish a professional grade literary and arts journal. Clamor offers quality reading, viewing, and listening experiences to all students on campus through the annual journal publication and website. By creating a space for the increasingly vibrant artistic culture of the campus to showcase student work, Clamor creates a sense of community both on campus and in the local arts community. We produce a publication that puts UWB on the map. We are committed to creating a journal that celebrates individuals committed to creative innovation, social justice, and artistic expression.

The Husky Herald is an independent, student-run, print news publication dedicated to the UW Bothell student body. The Husky Herald provides a unique, professional platform for student contributions. Student staff are mentored by advisers that provide suggestions, constructive criticism, and support. The Husky Herald supplies students with an opportunity to report news, exercise their independent student voice, and display their art. Student staff work hard to attend and report on school events along with issues that pertain to student life. We are focusing on creating an inclusive platform that the student body can rely on for ethical reporting.

UWave Radio students receive hands-on experience and training consistent with broadcast radio industry standards, software, hardware and practices. UWave Radio collaborates with various 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. UWave Radio maintains our own equipment, and develops our own software that we use to broadcast in the studio. We organize our own events to be cost effective and accessible through the supplies and equipment that we have obtained over the years.

Question:

Need for this Program/Service (500 word limit)
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

Student media is essential to UW 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 application, publishing, curating, and editing experiences that are applicable to a wide range of career and educational opportunities. 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 is a professional, high grade journal reflecting the passion of the campus as a whole.

The Husky Herald provides a crucial journalism platform in which students learn reporting skills that are not taught in classrooms. Students are shown the

interview process, writing for reporting, citing sources, and editing which is completely different from academic writing styles taught in most classes. In 2019-2020, we switched to printing on recycled newsprint paper, and we're able to say that our papers are biodegradable. We are steadily establishing a social media presence which presents an association between the newspaper and new technologies.

UWave Radio gives students a creative outlet through radio to voice their ideas, share cultures, and engage in critical dialogues. Students are able to have 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:

New Request or Previously Funded (500 word limit) 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. If this is a one time funding request, please note that in the description.

The 2020-2021 academic year is the fourth year that the student media organizations have been advised through Student Engagement & Activities. In previous years, Clamor, Husky Herald, and UWave Radio requested funds through separate proposals to SAF, which have been approved. However, the 2018-2019 Academic year was the first year that student media organizations requested funds under one budget proposal. This unified proposal has meant more intentional financial planning, better tracking of expenses, and better collaboration between the organizations. Consistent with past years under this advising model, we will be submitting one combined request.

Husky Herald and UWave Radio have paid student employee positions to strengthen the support and services to their individual organizations that was funded in the 2018-2019 SAF award. Clamor and Husky Herald have previously had their printing requests approved. Overall student media office/studio supplies, operation fees, programming, professional content training, and licenses/insurance/copyright funding requests have been approved in previous years.

The one new element to our SAF request this year is for incoming Student Media Student Employee Training for May 1- June 30. This is for training the incoming Husky Herald and UWave student employees for the next academic year. SEA hires our student employees in Spring Quarter to start working in the next academic year in Fall Quarter. The incoming student employees will need additional training when they are hired in Spring quarter. By learning from current student employees, new employees will be more knowledgeable of student media functions and operations. The incoming student employees will need to shadow current student employees to learn the necessary processes of journalism, photocopying/editing of the newspaper to print, and technology/equipment navigation for the radio's studio. This hands-on experience is crucial for new student employees to learn from the outgoing student employees these student-led initiatives operating.

Question:

Strategic Plan/5 Year Goals (500 word limit)
Please describe your strategic plan or description of your key strategic goals over the next five years.

Over the next five years, Student Media is hoping to recruit more student participants and increase exposure of the work that is being done within each organization. We want to engage UWB students in each of the student media organizations in meaningful ways. We will also develop networking opportunities for current UWB students to connect with alums in the fields of journalism, publication, and radio. We will need to invest time and effort into building more sophisticated media organizations that give our current Student Media students even more professional experience in their field. Below are action items that each organization will be focusing on:

In recent years, Clamor has been receiving more art submissions for the journal. Clamor will eventually request more funding to expand the journal and publish more pieces. Clamor wants to push towards more sustainably sourced and recycled materials without extreme compromises to the number of journals printed. Sustainable ideas include: 100% recycled paper to increase the longevity of each journal copy. Clamor wants to increase its online presence via a more advanced website managing system. Or explore different platforms for their publications as well as more sustainable options.

Implementing quarterly Open Mic Nights in collaboration with campus partners to showcase each of the student media organization's work and efforts in recruitment.

Husky Herald wants to reestablish an online presence. Articles from the newspapers can be published online to provide students more access to content. We hope to establish a commenting service and a file upload location for students.

Husky Herald is exploring the possibility of advertisements in the student newspaper. This can be another funding opportunity to help expand Husky Herald, support the printing, and other journalism experiences. Husky Herald has an established platform with UWB student body, staff, and faculty and is interested in working with Bothell community members to establish a connection between the two.

UWave Radio wants to expand the hands on experience with radio equipment outside of the studio room. At the moment, faculty advisers and students are exploring how to make use of the Student Media room to have an area of equipment practice.

In an eventual Phase 2 expansion of the ARC, Student Media is interested in having dedicated space for its operations. A centralized location on campus will help with exposure for the organizations and the hands on experience available to students.

Question:

Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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 2019, the student media organizations have been able to distribute a combination of more than 5000 printed copies of journals and newspapers that engage students, faculty and staff. Clamor has previously received up to 2,000 submissions of student artwork, and published the work of 50 artists and writers, many of whom were previously unpublished. Students were able to attend events like Open Mic Nights, dances, the Clamor Launch Party, and Clamor Student Art Exhibitions, and tabling interactions. Student media organizations engage approximately 1000 participants annually. The student media organizations provide leadership

opportunities for 50+ students to be involved and create content. Additionally, student media organizations foster interdisciplinary expression and collaboration across all campus majors, including STEM, Nursing, Business, and the Interdisciplinary Arts and Sciences. We have on average 15 students on the Clamor publication board, 20-35 student volunteer contributors for the Husky Herald, and currently 12 student DJ hosts and 6 officers for UWave Radio.

Question:

Financial and Operational Health (500 word limit)
How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-staff ratios, in-process measures).

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. One of the most important findings is a desire to increase the number of accepted submissions to the journal while maintaining high standards of artistic integrity. Clamor editors also benchmark the caliber of the journal itself to other professional-grade journals produced on college campuses. Clamor's editors keep track of submissions and published works by medium to ensure they are producing an interdisciplinary journal. Editors also track the number of journals printed and distributed as well as attendance at the spring launch party. Clamor independent study students of winter 2020 are organizing a student survey to increase qualitative data collection. Clamor is becoming a recognizable feature of University of Washington Bothell culture, across disciplines, evident by the 400% increase in social media followers since September 2019.

Husky Herald assesses the newspaper's success through readership. Specifically, tracking the number of papers distributed from the five campus newspaper racks. Also, we will be sending out a questionnaire to contributors to evaluate their level of engagement with the paper, opportunities for improvement, and whether the paper is achieving its mission. Professors are requesting papers in their boxes and stacks for their classes. Students interested in contributing are avidly seeking out the editors for information. Learning centers, security services, and other student service offices are welcoming copies of the student newspaper. The addition of puzzles has increased newspaper interactions amongst students and staff. We believe that these feats are a testimony of the Husky Herald's expanding reach.

UWave Radio uses a number of student leaders as well as a number of active show hosts to track our success. We see an increase in both the number of students involved as well as the number of station listeners. UWave Radio specifically collects information from their listeners, supporters, and students through surveys about what 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. We also have the ability to review the number of listeners tuning in, analyze the more popular programs, and evaluate feedback received by listeners through emails, phone calls on air, social networking, and in-person at events. Depending on the shows, they average from

5-30 listeners. UWave currently has 34 hours of student run radio shows weekly, curated and facilitated by 12 different students.

Question:

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

N/a

Question:

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).

For the 2019-2020 academic year, Husky Herald student employees were funded at 13 hrs per week. After reviewing the amount of work needed to create consistent, high-quality editions of the newspaper, we request an increase in the hours for both positions to 15 hrs/week. This is consistent with UWave student employees. The increase in hours will allow the student employees to further promote the newspaper to students, cover events and produce stories, and work one-on-one with reporters and contributors to develop articles and improve their journalism skills.

In addition to the year-long wages for the 4 student employee positions, we are requesting training wages for the 4 incoming student employees who will be shadowing current employees during Spring Quarter (tentatively May 1- June 30). 4 weeks of training will be needed during this timeframe. Training will start after May 1 as determined by the hiring schedule as it is different every year, but we hope to wrap up before June 30, before the current student employees transition out of their roles. During this time, the incoming student employees will shadow current student employees to learn how to effectively manage the operations of Husky Herald and UWave Radio. We need this time to train because it is the only time that the current student employees will be available to train the incoming students and pass along valuable first-hand knowledge of these organizations, which are student led programs. Additionally, incoming student employees will receive training on equipment such as soundboards, mixing boards, various navigating software, and vendors for print.

UWave Station Manager position:
July 1 - Dec 31: (1 student x 15 hrs per week x 18 weeks x \$16.39 per hour + 20.9% benefits) = \$5,350

Jan 1 - Jun 30: (1 student x 15 hrs per week x 26 weeks x \$17 per hour + 20.9% benefits)
=\$8,016

UWave Studio Engineer position:
July 1 - Dec 31: (1 student x 15 hrs per week x 18 weeks x \$16.39 per hour + 20.9% benefits) = \$5,350

Jan 1 - Jun 30: (1 student x 15 hrs per week x 26 weeks x \$17 per hour + 20.9% benefits)
=\$8,016

Husky Herald Editor-in-Chief position:
July 1 - Dec 31: (1 student x 15 hrs per week x 18 weeks x \$16.39 per hour + 20.9% benefits) = \$5,350

Jan 1 - Jun 30: (1 student x 15 hrs per week x 26 weeks x \$17 per hour + 20.9% benefits)
=\$8,016

Husky Herald Assistant Editor position:
 July 1 - Dec 31: (1 student x 15 hrs per week
 x 18 weeks x \$16.39 per hour + 20.9%
 benefits) = \$5,350

Jan 1 - Jun 30: (1 student x 15 hrs per week
 x 26 weeks x \$17 per hour + 20.9%
 benefits)
 =\$8,016

Incoming Student Media Student Employee
 Training:
 May 1 - Jun 30 (4 students x 8 hrs per week
 x 4 weeks x \$17 per hours + 20.9 benefits)
 = \$2,631

Total salary/wages: \$56,095

Question:

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.

UWave Programming: \$1,300
 Open Mic Nights (\$800 is the total for all three events, one held each quarter during the academic year)
 Collaboration with campus partners (\$500)
 Husky Herald Programming: \$500
 Collaboration with campus partners/Guest Speaker (\$500)
 Clamor Programming : \$1,200
 Launch Party (\$700)
 Collaboration with campus partners (\$500)

Total Student Media Programming: \$3,000

Question:

Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.

Include in Programming

Question:

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.

Husky Herald Newspaper Prints: \$10,000
 Husky Herald has increased our printing from 8 to 9 issues a year, and from 6 pages to 12-14 pages. However, we are decreasing from 750 copies to 350 to optimize better quality issues than quantity. We have switched over to recycled newspaper which has cut our costs down, however the pricing in ink costs are still relatively the same as noted below.
 Full color copies \$1,175 + Tax (10.1%)+ Delivery (\$100)=\$1,393.675
 Limited color copies (\$390) + Tax (10.1%) + Delivery (\$100)=\$530
 6 Full color copies + 3 Limited color copies= \$9,952.05
 Copies per issue x 9 issues per year = 3,150 copies/academic year
 Cost allows to print images, as well as front and back pages in color and delivery straight to campus
 Color printing is important for the art contributors as it stays true to their creations
 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, the 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 2,000

	<p>copies printed in previous years. In previous years, these were the costs to print out journals 1600-2000 journals 2019: \$12,551 for 1510 journals 2018: \$12,019 for 2100 journals Student Media Printing and Photocopying: \$1,000 Marketing flyers and office printing</p> <p>Total Student Media Printing & Copying: \$23,667</p>
<p><i>Question:</i> 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.</p>	<p>Student Media Promotional Items: \$2,400</p> <p>Student Media Office & Studio Supplies (We are wanting to purchase better chairs, tables, and organizing units, to fit into the student media's classroom to optimize space. This is needed for better accessibility and safety of the space utilized by student media. There is no other space on campus that student media can function out of right now, so we would like to make the classroom to be more of an efficient space for students to do their work): \$2,000</p> <p>Total Office Supplies: \$4,400</p>
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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.</p>	<p>Included in programming.</p>
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate in state/out of state, local travel, 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 and travel in the bottom of this box and on the spreadsheet.</p>	<p>Total Transportation and Travel: \$0</p>
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. 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 Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	<p>We are asking for funding towards professional content training for Student Media. These professional content training would be specifically in the field of journalism, radio broadcasting/podcasting, how to use InDesign and Photoshop in relations to putting together a student arts journal and newspaper. During training in the Fall Quarter, we have outsourced facilitators to come in and train the student employees if there were no resources at UWB campus to do so. Professional Content Training for Student Media: \$1,000</p> <p>We are asking for student media membership fees for the National Federation of Community Broadcasters, which provides resources and services to radio stations and media organizations.</p>

	Student Media Organizational Membership: \$500
	Total Professional Development: \$1,500
<p><i>Question:</i> 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/</p>	<p>We have asked for Adobe Creative Cloud Renewal in the past from SAF and we were funded. Though we have asked STF to fund Adobe Creative Cloud, they will not approve funding due to Adobe's subscription pricing model and rules about the accessibility of the computers that student media uses.</p> <p>Quarterly Lock Changes: \$300</p> <p>Licenses/Insurances/Copyright/Subscriptions: -Four Adobe Creative Cloud Renewals: \$1,200 -Student Media Insurance: \$300 -Clamor Wordpress Account: \$120 -Clamor Submittable Account : \$400 -Husky Herald Domain Renewal: \$300 -Husky Herald Wordpress account: \$120 -UWave Sound Exchange: \$650 -UWave Domain Renewal: \$100 -UWave Mix Cloud Streaming: \$300 -UWave Spotify Subscription: \$150</p> <p>Total Student Media Operations: \$3,940</p>
<p><i>Question:</i> 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 and on the spreadsheet.</p>	None.
<p><i>Question:</i> 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.</p>	92601
<p><i>Question:</i> 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 late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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 8:30am and 11:30am, tentatively scheduled for Friday, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.</p>	I Agree