

2012-2013 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 14th, 2012

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:
<http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, December 7th, 2012 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Wednesday, November 20th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at sumeetdhanju@yahoo.com.

SUBMITTED BY

Quinn Brown
no-reply@orgsync.com
Nov 14, 2012, 04:14PM PST

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Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at sumeetdhanju@yahoo.com.

[Required] Proposing Group The Husky Herald

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

[Required] Department/Organization Student Life

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

[Required] Contact Person Quinn Brown, Editor-in-Chief

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 quinn.brown@huskyherald.com

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.
*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone (425)903-6341

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

**Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.*

The Husky Herald is requesting funds for a weekly print edition. The edition would be in the form of a one-page flyer, front and back, that feature excerpts from articles from that week. The bottom of the flyer would say "READ THIS WEEK'S FULL EDITION AT WWW.HUSKYHERALD.COM"

This year, the Herald has expanded to an unprecedented degree: we now have weekly columns, we reach out to students more than ever, and we interview professors in long-form Q&As—among many other things.

The Herald is quickly becoming a mirror of the student body and faculty, a look into the culture of our campus. Each week we introduce our readers to individuals on our campus, whether through profiles of veterans or interviews with professors, and we welcome students to freelance and make their voice heard.

Further, our content is also a reflection of the interdisciplinary curriculum. Our column "The (Sex) Talk" incorporates many ideas of the feminist movement and critically analyzes the lack of parity between men and women in the workplace and the government. Our movie reviews often look into the stereotypes that Hollywood perpetuates.

While we currently have a significant budget, Student Life has confirmed that there are no funds within our budget that we can use for printing a weekly issue. This is because last year's staff was not headed in the direction of a print edition. As Editor-in-Chief, I have tweaked our direction to communicate through both online and print. In the future we can perhaps have an even larger print presence, but a one-page flyer is a realistic place to start.

In addition, we are not able to sell advertisement space for money, as the university cannot accept funds from outside private institutions. As a result, this contingency cycle is our only way to acquire money for a print edition.

[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).

A print edition will function as invaluable advertisement for getting readers to the site. Many students and faculty on campus still do not know about the Herald. A weekly flyer would spread the word of the paper to essentially everyone on campus after a certain amount of time. We are desperately in need of new readers and a print edition will give us those readers.

A student newspaper is a staple of most college campuses. UWB should have a student newspaper that is available both in print and online, and most importantly one that students and faculty know about. We have heard positive feedback from professors, faculty heads, readers, people in the community and also other newspapers. October 2012 was the busiest month in the Herald's history, with 7,030 hits. We are growing, but we can't continue to grow only online.

[Required] Estimate number of students that will benefit from your proposed program/service

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--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.

Ideally, everyone on campus will at some point in the year come into contact with the student newspaper, whether by being handed or picking up a flyer, being stopped randomly for a quote, attending an event that the newspaper covers, being the subject of a profile, and so on.

If our print edition is funded for 22 weeks at 1000 copies a week, we believe it is inevitable that essentially every student at some point interacts with a print edition of our paper. We will set up a table to distribute these on Monday and Tuesday of each week, and then have a rack where we leave the remainders for people to pick up from Wednesday to Sunday.

[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?

Because the flyer will only feature excerpts of articles, the reader will need to go to the website to access the entire content. Thus, our hit count on huskyherald.com would be a major way to determine the effect of the flyers in driving readership to the website. We will have two quarters with print edition (Winter and Spring) to compare to one quarter without (Fall).

In addition, we will conduct surveys asking people whether or not they have come into contact with the Husky Herald, and which medium they came into contact with. These surveys will take place once at the end of every month for four months (January, February, March and April).

Additional Information

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

We welcome those reviewing this application to take a look at our website to see what we're doing for the campus and community. Perhaps look at Ez On-the-Street, our column that features student opinions and photos each week. Or askASAP, our advice column. Or Veteran's Block, our section that commemorates the veterans on our campus by profiling their lives during and after their service. Or maybe Professor's Corner, our intimate look at UWB's unique faculty which we plan to turn into an eBook at the end of the year.

We believe we are doing big things at The Husky Herald, and we appreciate and have put to great use every cent the university has given us so far. But having a print edition—even in this flyer form—is imperative in spreading the word about our publication, and by extension spreading the word about the events and people on our campus.

Salary/Wages *No answer submitted.*

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

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.

Programming/Events No answer submitted.

Describe the funds you are requesting in detail below.

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

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.

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 total dollar amount of printing/photocopying in the bottom of this box.

We will design the front-and-back flyer in PhotoShop and have it completed by a deadline each week. We can have it printed ourselves at Costco or Kinko's, etc, or have it printed on campus—depending on what's more economical while still maintaining quality and efficiency. Printing on a website like www.printrunner.com and doing next-day shipping is also an option.

We are asking for funds for 1,000 flyers a week, for 22 weeks (week of January 7 through week of June 3). Pricing would depend entirely on where we got the flyers printed, so it's difficult to make an estimate. Based on estimates from www.printrunner.com, we are asking for \$200 for each batch, for a total of \$4,400.

Office Supplies No answer submitted.

Describe the funds you are requesting in detail below.

Please put 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 total dollar amount of food/refreshments in the bottom of this box.

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase No answer submitted.

Describe the funds you are requesting in detail below.

Please put 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 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 put total dollar amount of meals and lodging in the bottom of this box.

Security No answer submitted.

Describe the funds you are requesting in detail below.

If you would like an estimate, please contact UWB Security.
425-352-5359

Please put total dollar amount of security 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 total dollar amount of telecommunications in the bottom of this box.

Other No answer submitted.

Please include any other expenses that don't fall under any of the above categories in detail.
Please put total dollar amount of other in the bottom of this box.

[Required] Total Amount Requested \$4,400

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 requested amounts listed above.

--I understand that hearings will be held between 8:00am-12:00pm on Friday, December 7th, 2012 and someone from my group will be available to attend a brief hearing scheduled during that time frame.