

# SAF Annual Proposal Form for the 2013-2014 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2012 until 5:00pm on January 16th, 2013. 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 2013 to 2014 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 8, 2013 and Friday, February 15, 2013. 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>

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, March 29, 2013. 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

Casey Corcoran  
ccorcoran8@hotmail.com  
Jan 15, 2013, 01:21PM PST

## 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 Clubs & Organizations / IAS

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

**[Required] Contact Person** Casey Corcoran

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** ccorcoran@uwb.edu, clamor@uw.edu

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** 425-387-8687

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** Ted Hiebert

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** thiebert@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>

Clamor is the UWB Literary and Arts Journal, representing the very best of artistic and creative practices on campus. It is published annually by student editors enrolled in BISIA 401, who earn three credits per quarter to produce the journal. Since 2011, Clamor has expanded to include a website and DVD in order to keep up with growing campus enthusiasm for arts of all forms. In 2013 Clamor will also host an art exhibition in downtown Seattle to accompany the print, web and DVD issues.

## **[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.

Clamor is the only professional caliber outlet at UWB for the presentation of literary, artistic and multimedia work. As such it is a landmark of creative culture on campus culture and an essential service for students looking to professionalize their artistic practice. For student editors, Clamor provides an opportunity to acquire first-hand experience in media publishing and editorship. For contributors to the journal, Clamor is an important public venue where their creative work can be formalized and distributed to the UWB community and beyond. The journal has expanded to include video and audio, in print, on the web and in DVD – and this year will include an exhibition in downtown Seattle. In 2012, Clamor provided editorial opportunities for nine students, publication credentials for 57 contributors (most of which are UWB students) and many hours of engaged readership for the community who benefits from this publication.

**[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 the campus as a whole, directly benefitting every student enrolled by providing a publication forum for creative work at UWB. The journal's readership is growing, evidenced by the quickly disappearing copies of the print journal (800 in 2010, 800 in 2011, 700 in 2012) and the high number of visits to the journal website (over 4,500 visits since May 2012). Contributors to the journal (45 in 2010, 71 in 2011, 57 in 2012) benefit from public exposure and professional publication credentials. Student editors (8 in 2010, 8 in 2011, 9 in 2012) gain valuable industry-grade skills in publishing, design, teamwork and professional practice. Clamor has been historically funded by the S.A.F. committee, though this year IAS has agreed to fund the year-end exhibition in downtown Seattle as a gesture towards essential expansion of the journal into the larger community.

**[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 interest of student editors who participate; by growing numbers 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 (83 people in 2011, 120 in 2012). This will also be true this year, with our year-end exhibition expected to reach over 200 people during the First Thursday Art Walk in Seattle. Furthermore, with the MCS major, the major in Interactive Media and Design, 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 we hope to take even further in 2013 and beyond.

**Additional Information** No answer submitted.

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

**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

Ted Hiebert is conducting the course within the IAS program as part of his regular teaching load

**Benefits**

*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.*

Clamor represents the very best artistic and literary practices at UWB, helping to foster a sense of creative community while building a publishing identity that is competitive with the best college and literary journals in the region. The artistic experience that Clamor provides to its readership expands creative thinking on campus, emphasizing the diverse and dynamic culture of UWB. Those who publish with Clamor benefit from the public presentation of their artistic endeavors to a growing audience. 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 valuable editorial experience and collaborative leadership skills gained through the production and presentation of the journal. This is experience that prospective employers and graduate schools will find attractive, both for the skills learned and for the collaborative forum in which editors are engaged.

**Programming/Events** No funds requested for 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.*

**Facilities Rentals/Set-Ups** No funds requested for 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.*

**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.*

Funds requested for the printing of Clamor Literary and Arts Journal (amount based on approximately 800 copies).

\$11,000

#### Office Supplies

*Describe the funds you are requesting in detail below.*

*Please put the total dollar amount of office supplies in the bottom of this box.*

Funds requested for basic office supplies, including stationary, flash drives and printing of promotional materials.

\$400

#### Food/Refreshments

*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>*

Funds requested for snacks and light refreshments at the opening launch party for the Clamor Literary and Arts Journal.

\$200

**Equipment Rentals/Purchase** No funds requested for 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.*

**Transportation** No funds requested for 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 put total dollar amount of transportation in the bottom of this box.*

**Meals and Lodging for Travel** No funds requested for 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 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 funds requested for telecommunications.

*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 800 DVDs to accompany the printed journal and for the domain registry for clamor-journal.com

\$1,800

**[Required] Total Amount Requested** \$13,400

*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 total amount requested above.*

*-I understand that hearings will be held between 8:00am and 12:00pm, tentatively scheduled for Friday, February 8, 2013 and Friday, February 15, 2013. Someone from my group will be available to attend a brief hearing scheduled during that time frame.*