

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

Quinn Brown
quinthology@gmail.com
Jan 16, 2013, 04:53PM PST

ON BEHALF OF

Husky Herald

SAF Annual Proposal Form

[Required] Proposing Group The Husky Herald

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

[Required] Department/Organization Student Club

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

[Required] Contact Person Quinn Russell Brown

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. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Required] Contact Phone 425-903-6341

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 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@u.washington.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal The Husky Herald is the student-run newspaper at the University of Washington Bothell.

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>

[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 common sentiment I've seen in the past is that UWB should be funded simply because "a university needs a paper." While I agree that it's nice for a campus to have a newspaper, the reason the Husky Herald should be funded is because we make a good product. And because we have put a structure in place that will be handed down to next year so that they will continue making a good product. If we are not delivering the student body a good product, then the paper should not be funded.

[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.

Potentially every student, faculty member and professor can benefit from, be affected by and be featured in The Husky Herald (assuming there is some sort of a print edition).

[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?

Readership is the measurement for how well a paper is doing, but it's increasingly difficult to measure readership. People comment less on articles than they did in the past because they access them through Facebook rather than going directly to the site.

According to website hit counts, we have already been far more successful than last year's staff. Their highest month was April 2012w with 4,073 hits; ours was October 2012 with 7,030. In fact, aside from last year's staff's spike in April of 2012, our staff this year has never had a month with fewer hits than the second-best month the paper had last year (our worst month was 3,119 and their second-best month was 3,059).

We can do better—we can always do better. That's why in addition to consulting with Anna Wescott, I have enlisted the help of regular help of our advisor Kristin Gustafson. I realize that this paper has had a turbulent history and relationship with SAF and the university in general, and I've tried to mend that while also maintaining our independence. I recently reached out to George Theo and told him that The Husky Herald needs his help and would like to be closer to Student Life than we have been in the past. He was happy to hear this given the publication's penchant for independence in the past.

The reason I have reached out to these advisors is because I think The Husky Herald should be regulated. We are regulated once a year by SAF (i.e. when SAF decides whether or not to fund us), but that is not enough. We need regular input by our advisors and by our community. If we have that—especially if we have it in the physical form of comments or testimonials—then SAF will also have that to look at when time to decided funding rolls around. I think this would be more fair to everyone involved.

I want to make it clear that only half of the value of this proposal is in this actual text itself; the other half will come from our hearing, during which I will share with the panel testimonials from students and professors about the work our paper has done this year. I would also like to have alongside me in the hearing two other staff members. And, given how significant our funding is, it would be appreciated if we could have more time than is usually allotted.

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.

Here are the position recommendations I have:

Editor-in-Chief: 19.5 hours/wk at \$12/hour, for \$7,488

2x Assistant Editor: 15 hours/wk at \$11/hour, for \$5,280

Marketing Director: 10 hours/wk at \$11/hour, for \$3,520

Web Designer: 8 hours/wk at \$10/hour, for \$2,560

Graphic Designer: 8 hours/week at \$10/hour, for \$2,560

4x Writer: 8 hours/wk at \$10/hour, for \$2,560

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

For a total of: \$37,828.

Benefits This is not needed, as there are no employees working at least .50 FTE.

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 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. 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 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.

The Husky Herald print edition, a 4-page fold-out, should be funded at \$6,600 for the full year. This is in proportion to how much we earned in contingency funding, and if next year's staff wants to expand on the print edition, they can apply for contingency funding to expand it in the Winter and Spring quarters. If they are not keeping it up to par, they should not be awarded any contingency funds.

Office Supplies No answer submitted.

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

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>

\$500 for food and drink at staff meetings. We were desperately in need of coffee and snacks at our meetings all year, as these meetings usually went at least 2 hours, and having beverages and drinks would also help draw in freelancers.

Equipment Rentals/Purchase No answer submitted.

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

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.

\$4,800 for parking, either full passes or a supplement to paying for a full pass. Members of the staff must meet at least once a week in a staff meeting, and then come to school to cover events throughout the week. Most of us had 1-, 2- or 3-day parking passes this year, and we often had to either pay for parking every time we came or buy full passes when we didn't need them for any reason other than work. This parking should be paid for by our employer if we are parking to do a job. I have proposed it for the price of full passes (10 passes at \$160/ea), but perhaps we could establish a fund that staff members draw from to pay the additional parking past their parking for class. Or, rather than giving staff money for parking, we could possibly receive free pass parking passes from the university.

\$1,200.00 for promotional items (business cards, press passes, extra flyers, etc) at \$400 a quarter.

\$300 for webserver fees.

[Required] Total Amount Requested \$51,228

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 | 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.