

SAF Annual Proposal Form for the 2014- 2015 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from December 6, 2013 until 5:00pm on January 15th, 2014. 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 2014 to 2015 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 7, 2014 and February 14, 2014. 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>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 4, 2014. 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

Jaclyn Pang
jaclyn.pang@gmail.com
Jan 15, 2014, 03:34PM 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 Clubs & Organizations

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

[Required] Contact Person Jaclyn Pang

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 jaclyn.pang@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 425-200-4602

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, Club Advisor

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

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>

The Husky Herald is the student-run newspaper at the University of Washington Bothell. The Husky Herald is an important part of UW Bothell as evidenced by UW Bothell's own 21st Century Initiatives, specifically the commitments towards being student-centered, enhancing our diversity, and supporting and deepening a UW Bothell community. The Husky Herald is written by, edited by, and published by students. A newspaper is not something that our campus should have simply so we can say that we have a newspaper. Nay, it is an avenue that brings students together with interesting stories, important news, and an awareness of the other students on campus. It is impossible to think of UW Bothell without thinking of diversity, as such, in our writing we help highlight different cultural events and promote inclusivity through diversity. We believe that it is important for engaging with our community to have different avenues for students to read about what is happening on campus. The Husky Herald not only provides information to students, professors, and staff, we provide information for the greater Bothell community, Washington state citizens, and the world! Anyone with an internet connection can find huskyherald.com, this makes The Husky Herald one of the ways the public interacts with and views the University of Washington Bothell. The Husky Herald is the student-run newspaper that is dedicated to helping UW Bothell with these initiatives.

[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.



It is vital for any college campus to have a thriving and vibrant press. **Without the support of the university, The Husky Herald is not able to keep-up the website, hire qualified staff, and pay freelance writers.** We know that there is a need for The Husky Herald because we have seen a consistent readership of 2,000 visitors to our site each month. Although, the readership last year was much higher, we take into account that this year we had only two hired staff members, as opposed to the eight staff members last year. The shortage of staff has been difficult for us to overcome but we are proud of maintaining an average of 2,000 site visits per month. We are currently working to hire more staff so that we can produce content that will raise readership but more importantly, raise the profile of Husky Herald as a news agency that students can engage with.

[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.

Every student, faculty, and staff member could benefit from The Husky Herald. The Husky Herald writes about the happenings on campus which effect and are of importance to everyone that interacts with our campus. Currently our Facebook page has 479 likes which means that our electronic articles are thrown at the News Feed doorsteps of 479 people. We believe that if more students knew about The Husky Herald, we could become a much larger arsenal of information for incoming, present, and outgoing students.

[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?

We plan to assess the Husky Herald and track the effects by looking at statistical comparisons of our readership from previous years. We hope to include data on website/Facebook comments and likes but this is made difficult because of the overall decrease in engagement newspapers in this era have. This is why aside from just looking at readership, we think it is vital to track the success of how students engage with the Husky Herald as contributors - we look into creating more avenues for students to post their work and give them a chance to write for their college newspaper. We are attempting to change this by making the presence of the Husky Herald known to the new batches of students that start at UW Bothell every quarter. This quarter we have started this by opening up our writers meetings to the public to engage with more students and create a greater awareness of our organization.

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 would like to emphasize how difficult it was to produce content this year without paid staff writers. We will go more in-depth on this at the hearing. Thank you.

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.

Editor-in-Chief to be paid a stipend with the breakdown as follows:

\$ 500 Startup, Training, Recruitment

\$1,500 Fall

\$1,500 Winter

\$1,500 Spring

\$ 500 Transition to new staff

\$5,500 Total

(2) Assistant Editor: 15 hours/wk at \$11/hour, for \$4,950

Web/Graphic Designer: 10 hours/week at \$11/hour, for \$3,300

(4) Writer: 8 hours/wk at \$10/hour, for \$2,400

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

Total: \$29,200

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. 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.

Printing - We are requesting a printer and would like to be able to print from our office, we estimate the amount per quarter to be around \$100.

Total: \$300

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.

Printer for the Student Publications Office \$200

It is important for The Husky Herald, along with the other student publications that use HH 1210 to be able to have a generic computer printer to be able to print from our office.

Total: \$200 or the price that the University must pay for a basic printer

Food/Refreshments No answer submitted.

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>

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.

Canon DSLR t3i Camera \$500

Taking pictures are necessary for our journalistic endeavors and having a high quality camera (this camera is a few years old and on the cheaper end of the spectrum) helps promote The Husky Herald as a legitimate and professional newspaper.

Total: \$500

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 \$1,200 for promotional items (business cards, press passes, extra flyers, etc.) at \$400 a quarter.

\$300 for web server fees.

Total: \$1,500

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.

[Required] Total Amount Requested 31,700

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 7, 2013 and Friday, February 14, 2014. Someone from my group will be available to attend a brief hearing scheduled during that time frame.