

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

Ariana Bengtsson
arianabengtsson@gmail.com
Jan 15, 2014, 12:05PM PST

ON BEHALF OF

UW Bothell Policy Journal

SAF Annual Proposal Form

[Required] Proposing Group UWB Policy Journal

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

[Required] Department/Organization UWB Policy Journal

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

[Required] Contact Person Ariana Bengtsson

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 arianaib@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 (206) 619-5514

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 Dan Jacoby

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 djacoby@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>

The University of Washington Bothell's 21st Century Initiatives are closely bound within the mission of UW Bothell Policy Journal (the Journal). The Journal seeks to encourage campus innovation by publishing research on a range of policy topics spanning all disciplines, levels of analysis, and national contexts. The Journal showcases student research, representing a collaborative effort of the diverse UWB community, including student editors, faculty, and the Writing and Communication Center. The mission of the Journal is to provide fresh perspectives and new voices from around the campus on critical issues to inform how we think about all areas of policy. Simultaneously, the Journal offers an opportunity for students to hone their writing skills and emerge as more effective writers.

[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.

The Journal is a publication that maintains a cross-disciplinary focus, and offers all students an opportunity to actively participate in the learning process and to have their research published. Our need is directly related to the projected exponential increase in involvement and awareness. Increased faculty interest has been demonstrated by a year over year increase in the inclusion of Policy Journal in class syllabi and increased requests for class visits. With regards to student submissions, the Journal received 17 submissions for the 2012 edition, 7 of which were published and distributed. In 2013, the Journal received 18 submissions, and 8 were published and distributed, which reflects growing student interest. Being published in the Journal is a valuable credential for potential graduate schools or employers that request a demonstration of student work. Further, the distribution of the Journal on campus spreads policy-related information, and is a key way of educating and engaging the student population with current policy issues.

[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.

The target audience for the Journal is primarily the campus community (faculty, staff, general student population, totaling approximately 4,000), but the Policy Journal is also distributed to other campuses and universities and to community libraries. Not only do those who have been published benefit (7 authors published in the 16th edition, and 7 authors published in the 17th edition), but those who have not submitted as well.

[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 Journal is a signature publication on campus, measuring its success not only by the number of submissions received, but by the other universities participating in our journal exchange. SAF funds have raised the profile of UWB students in the academic community and maintained the Journal as a crucial public venue for student engagement. The Policy Journal has begun an exchange with other similarly operated journal publications. The online version of the journal as well as hard copies are equally sought after to expose the Journal to the region at large. This added need presented by the online publication and journal exchange is reflected in the budget request this year.

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 \$0

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Benefits \$0

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

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.

Speaker Series:

1 - We will have a daytime event to promote information about the process, advantages, and academic and professional development of being published. We will invite speakers with publishing experience, such as someone like Kate Riley at the Seattle Times, or UWB faculty S. Charusheela. This will promote policy, publishing, and research across disciplines and cultures.

2 - We will invite a speaker, such as someone with similar experiences to Senator Paull Shin, Representative Suzan DelBene, or Rob McKenna, to create dialogue with students about the importance of policy in their lives, as UWB students. In addition, we will invite a UWB faculty member, such as Dan Jacoby, Keith Nitta, Ron Krabill, Bruce Kochis, or Colin Danby to speak at this event as well. This daytime event is intended to create cross-campus awareness of how policy impacts students lives, as well as promote growth of the journal.

We will use \$700 to secure the event needs, compensate speakers with honorary stipends, and purchase materials.

We will use \$100 to secure disabilities accessibility resources.

Cost of Speaker Series - \$800

Total Programming/Events: \$800

Facilities Rentals/Set-Ups \$0

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.

We will require \$6,000 to print the 2014 edition of the UWB Policy Journal. This will allow us to disseminate policy information across campus.

We will require \$200 to print bookmarks to match the cover of the 2014 edition of the UWB Policy Journal, and promote the journal.

We will require \$200 for printer paper, which includes all of the printing of the brochures.

Printing & Photocopying: \$6,400

Office Supplies We will require \$100 to buy office supplies; mainly covers postage for journal exchange with universities.

Office Supplies: \$100

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 \$0

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 \$0

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 \$0

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 \$0

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 \$0

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 We will require \$50 to continue the website domain.

Other: \$50

*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 \$7,350

*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.