

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

University of Washington Bothell Policy Journal (UWBPJ)
ksharp@uwb.edu
Jan 16, 2013, 03:11PM PST

SAF Annual Proposal Form

[Required] Proposing Group UW Bothell Policy Journal

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

[Required] Department/Organization Interdisciplinary Studies Program

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

[Required] Contact Person Kim Sharp

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 ksharp@uwb.edu and astone@uwb.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 425-352-5254

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 Kim Sharp, Writing and Communication Center Assistant Director and Andrea Stone, IAS Lecturer

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 ksharp@uwb.edu and astone@uwb.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 Policy Journal (UWBPJ) allows students the opportunity to publish their original scholarly work on policy-related topics. Now in its 16th year, the Journal continues to strengthen the working relationships between students, faculty and community members. Hard copies of the Journal are distributed to all departments on campus, in common areas, and are sent to other universities and academic institutions through our journal exchange. As of Spring 2012, the Journal is available online. It is also available through the UWB Library Database, The Journal supports the IAS mission statement by providing a collaborative experience that fosters critical thinking, cross-discipline research and awareness, shared leadership, as well as developing skills in writing, communication, and presentation. We trust that the Journal will continue to publish undergraduate and graduate research representing the integrity, motivation, and scholarship embodying the values from which this institution was founded.

[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 UWBPJ is the only publication on campus that maintains a cross-disciplinary focus while offering students an opportunity for publication. In the past, the Journal has received an average of 30 submissions per year, allowing both students and board members to participate in the process. As our campus introduces new majors such as Law, Economics, and Public Policy, the necessity for venues for student-authored works will increase. In order to increase publishing opportunities to the growing number of students with policy interests and academic foci, the Editorial Board will significantly expand marketing efforts to enhance visibility of the Journal and further encourage submissions. We printed and distributed just 525 printed copies last year; a growing interest will demand continuing support for this critical representation of student-authored research.

[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.

Our campus benefits from both the opportunity and education that arise from the Journal's continued presence on campus. Our target audience consists of students, faculty, and staff, as well as our extended community. The number of currently enrolled students who will benefit from the continued support for the UWBPJ is limitless, especially with our new website, social media outreach, and the publication exchange arranged with other academic institutions. Students from every department are encouraged to submit their policy related works for possible publication. Upon doing so, these students are afforded the benefits associated with familiarity of the publication process, and eventual possible publication. In addition, the continued support for the UWBPJ benefits students who wish to participate as board members. The Journal highlights the importance of varying perspectives, disciplines, writing styles, and approaches to knowledge production.

[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 Editorial Board continues to track the number of journals distributed. This year, we are developing a stronger marketing and submission generation strategy. Marketing materials such as flyers, tri-folds, and bookmarks are also tracked by providing a specific amount of each at an event or around campus, then tallying the remaining materials after the event or at the end of the quarter or academic year. With the implementation of the website, submission guidelines will request that each student submitting a research paper indicate their major or program of study. Through the website, we also plan to track the amount of visitors, and thus determine the scope of our readership marketing efforts. After participating in the submission process, all authors who submitted works (both published and non) will be asked to take a survey which will give us further information on tracking the Journal's success.

Additional Information

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

The UWBPJ is an important opportunity for students to experience the scholarly publication process, hone writing skills, and develop effective communication skills. Submission participants and board members can include or refer to the Journal as they pursue career and academic opportunities. Involvement in the publication process allows students advancement as recipients for research endowments, grants, awards, and other academic recognition. The printed Journal serves as a tangible artifact students, faculty, and staff can refer to as a reminder of the individual and collective intellectual wisdom and hard work our campus produces. Students who serve on the board gain skills as editors, communicators, team members, collaborative leaders, and community members.

Salary/Wages n/a

Describe the funds you are requesting in detail below.

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

Benefits n/a

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 n/a

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 n/a

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 are requesting \$7,000 to cover costs of approximately 500 printed journals, and marketing materials. While we plan to take advantage of free on-campus printing opportunities as much as possible, we will need to get high-quality marketing materials printed through Creative Communications on the Seattle campus.

Total estimates:

Approx 550 Journals--\$6,700

Marketing materials--\$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.

We are requesting a total of \$400 for office supplies. This includes postage for our journal exchange, envelopes, and printer paper.

Total \$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>

We are requesting \$400 for food and refreshments to have available at tabling and other events.

Total--\$400

Equipment Rentals/Purchase

 n/a

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

 n/a

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

 n/a

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

 n/a

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

 n/a

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

 \$7,800

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.