

## **SAF Annual Proposal Form for the 2016- 2017 Academic Year**

The SAF Committee will be accepting applications for the annual budgeting cycle from November 30, 2015 until 5:00pm on January 14th, 2016. 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 2016 to 2017 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 5, 2016 and February 12, 2016. 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. If the dates change, groups will be given 10 business days' notice.

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 1, 2016 and April 8, 2016. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

**This is a two part-application. Please complete both this document and the funding excel spreadsheet and submit to the Dropbox by 5pm on January 14, 2016. Only applications that have submitted both documents by the deadline will be considered complete.**

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.

\* Indicates a required field

# SAF Annual Proposal Form

## Proposing Group\*

(E.g. Career Center, Sustainability Club, Social Justice Organizers, etc.)

Husky Herald, UWave Radio, Clamor

## Department/Organization\*

(E.g. Student Affairs, Library Services, Recreation and Wellness, Student Clubs, etc.)

Student Affairs

## 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.

Husky Herald: Alia Marsha

UWave Radio: Amani Carithers

Clamor: Acacia Rivedal

## Contact Email\*

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Include a regularly checked email as the SAF Committee contacts groups primarily through email.

Husky Herald: Alia Marsha, [aliamars@uw.edu](mailto:aliamars@uw.edu)

UWave Radio: Amani Carithers, [amanic@uwave.fm](mailto:amanic@uwave.fm)

Clamor: Acacia Rivedal, [acaciat@uw.edu](mailto:acaciat@uw.edu)

## Contact Phone\*

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.

Husky Herald: Alia Marsha, (206) 390-1509

UWave Radio: Amani Carithers, (248) 795-0886

Clamor: Acacia Rivedal, (253) 227-4775

### **Faculty/Staff Member\***

Discuss your request with a staff or faculty member (i.e. Student Engagement and Activities staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual. This person will also be listed as the budget owner.

Kristin Gustafson, Husky Herald Faculty Adviser

Amoshaun Toft, UWave Radio Faculty Adviser

Amaranth Borsuk, Clamor Faculty Adviser

### **Faculty/Staff Member Email\***

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

Kristin Gustafson, Husky Herald Faculty Adviser, [gustaf13@uw.edu](mailto:gustaf13@uw.edu)

Amoshaun Toft, UWave Radio Faculty Adviser, [atoft@uw.edu](mailto:atoft@uw.edu)

Amaranth Borsuk, Clamor Faculty Adviser, [aborsuk@uw.edu](mailto:aborsuk@uw.edu)

### **Executive Summary of Your Proposal\***

Provide a concise overview of the program, activity, or service for which you seek funding. Explain how your proposal supports UW Bothell's 21st Century Initiatives. Reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

The Assistant Director for Student Publications will be in charge of overseeing three student

publications clubs: Clamor, Husky Herald, and UWave Radio in order to maintain continuity within each organization over the years as students graduate out of the organizations. The position's funding is majorly allocated towards UWave Radio because a majority of the position will be geared towards making sure that UWave Radio is operating within Federal Communications Commission's (FCC) Guidelines, responding to public concerns of on air broadcast in addition to other responsibilities specific to UWave Radio, responsibilities. The position will also be responsible for overseeing the actions of paid and volunteer student positions involved in student publications as well as maintaining funding for successful operations within each organization.

### **Need for this Program/Service\***

In 200 words or less:

- Describe the need for this program or service. Explicitly describe how the program directly and/or indirectly benefits the UW Bothell campus community.
- Include any data that might support your proposal (e.g. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, provide that information here.

This position is crucial for the maintenance of these organizations which have shown a need for continuity that is stable outside of student involvement. Clamor, Husky Herald, and UWave Radio each have faculty advisors working within the organizations but their jobs are limited to creating coursework for class participants and providing academic support, we would like to alleviate them from the work of drafting business proposals, raising funds, managing budgets, student salaries and operational duties.

### **Estimate number of students that will benefit from your proposed program/service\***

In 200 words or less:

- 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 estimated number of students who will benefit from this staff position is incalculable because not only would the number of students benefiting include those who are directly participating within student publications as editors, radio show hosts, DJs, layout designers, artists, poets, and photographers. But those who are indirectly involved are also benefiting such as event attendees and those who listen to UWave Radio's programming, pick up copies of the Husky Herald newspaper and Clamor art journal and also those students who send in submissions and music to student publications.

**Assessment plan for the program or service\***

- How do you plan to track the effects of this program or service?
- How would you track how successful it was and what you could change in the future?
- If needed, include any other information you feel is relevant to your request.

We will be able to track the success of the staff position through the increased amount of participants involved in the student publications, the increased productivity of the student publications and the increased quality of the work produced by the student publications.

**Salaries/Wages**

Describe the funds you are requesting in detail below including: number of positions, hours per week, position title, salary, etc. Explain any differences or distinctions in positions. Benefits will be calculated on the spreadsheet, as appropriate. Put total dollar amount of salaries/wages in the bottom of this box and on the spreadsheet.

The salary for this Assistant Director for Student Publications is \$70,000 per suggestion of Assistant Vice Chancellor Kelly Snyder during a meeting between her, UWave Radio, Student Affairs, IT, and representative from UWTV. UWave will pay for 50% of this at \$35,000. Husky Herald will pay for 25% of this at \$17,500. Clamor will pay for the remaining 25% at \$17,500.

**Programming/Events**

Describe the funds you are requesting in detail below, including: costs relating to security, honorarium, hospitality, and contracted costs, etc. Put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

N/A

**Facilities Rentals/Set-Ups**

Describe the funds you are requesting in detail below including: facilities rentals/set-ups, custodial fees and clean up. Put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

N/A

### **Printing & Photocopying**

Describe the funds you are requesting in detail below. Put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

N/A

### **Office Supplies**

Describe the funds you are requesting in detail below. Put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

N/A

### **Food/Refreshments**

Describe the funds you are requesting in detail. 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>

Put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

N/A

### **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.

Put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

N/A

### **Transportation**

Describe the funds you are requesting in detail below including: in state or out of state, justification for out of state travel and type of transportation. Note: flight booking is managed through the University. Put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

N/A

### Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Ensure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Note: hotel bookings are typically managed through the University. Put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

N/A

### Operations

Describe the funds you are requesting in detail below. Put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet. Phone lines should be calculated at \$10 per line per month.

<http://www.washington.edu/itconnect/service/telephones-and-voicemail-services/>

N/A

### Other

Include any other expenses that do not fall under any of the above categories, in detail. Put the total dollar amount of other in the bottom of this box and on the spreadsheet.

N/A

### Total Amount Requested\*

List your total amount requested, using the total from the spreadsheet.

\$91,350

**Terms and Conditions\***

By submitting this application, you are agreeing to the terms and conditions below:

- 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 11:00am, tentatively scheduled for Friday, February 5, 2016 and Friday, February 12, 2016. Someone from my group will be available to attend a brief hearing scheduled during that time frame.