

## 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

## Department/Organization\*

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

Student Club

## 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.

Alia Marsha, Editor-in-Chief of Husky Herald

## 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.

aliamars@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.

206-390-1509

**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, Faculty Adviser

**Faculty/Staff Member Email\***

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

gustaf13@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>

Husky Herald is the student newspaper at University of Washington Bothell. Its seeks to inform and educate the growing and diverse UW Bothell community through student-centered and innovative convergence journalism. Following a journalistic and UW Bothell 21st Century Campus Initiatives model, Husky Herald seeks to deepen and broaden community engagement and research. It provides leadership opportunities for students to report, write, design, edit and produce news creatively and ethically. It provides platform for and actively seeks diverse voices of the UW Bothell community to tell the stories of our campus. It is the vision and goal of Husky Herald to develop partnerships and strategic plans that encourages a sustained and independent student voice. Husky Herald serves a public, particularly of students, by reporting timely, relevant, useful, and interesting information that make the university system and its resources more transparent. Despite its official status as a club, Husky Herald proposes funding from SAF because Husky Herald has a long-term goal of being an independent student newspaper.

**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.

A student-run newspaper plays an important role in providing a safe and uncensored platform for students of diverse backgrounds to express an independent voice and engage in conversations about life on campus and beyond. Husky Herald provides a platform for UW Bothell students to engage with and produce media that is relevant, accurate, fair, and useful. Without the continued support of the university, the Husky Herald will fail to be a sustainable and enriching part of the UW Bothell experience, which has great potential to provide opportunities for growth and development of professional skills and building community relationships. We know that the students want to have a newspaper on campus. Ever since its revival last year, which was spearheaded by alumni Christian Arciniega, Husky Herald has grown exponentially as a news organization. The number of its staff and contributors has grown from five to 12, as of January 2015. Its Facebook page has 583 likes. Though its website was down from summer to fall 2015, the editor-in-chief and other members of the newspaper has gotten inquiries from students interested in joining the newspaper or contributing articles.

**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.

Husky Herald News Team offers tremendous benefits in many career field explorations. Students in Media and Communication Studies, Culture, Literature, and the Arts and those pursuing a career in journalism or even pursuing a career in writing can become more adept within the Husky Herald, through conducting research, conducting interviews, and peer critiquing on their submissions. Other areas students can attain experience in are photography, web design, marketing, and audio/video production. For audio/video production, students can work with editing or producing videos or recordings we share on the website and over UWave's radio system. Our collaboration with UWave Radio is an example of our community involvement, where we intend to publicize news together through newspaper and radio as the voices of our community. Both Husky Herald and UWave Radio intend to deepen this collaboration in the future. Students in the Interactive Media Design or those with interest and experience in web design and IT have the opportunity to design and troubleshoot the Husky Herald website and social media pages. Students in the Business programs have the opportunity to practice what they know about business models and sustainability and apply this knowledge to a student newspaper organization.

#### **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.

There are several ways to track the effects of Husky Herald and its service to find out how we are positively affecting the community and how we can improve. Our Facebook and Twitter pages and our Husky Herald email ([uwbhh@uw.edu](mailto:uwbhh@uw.edu)) are open to listen to student's concerns for how we can improve and what they would like to see come from their student run newspaper. In addition, we can also monitor our support through the statistics of our online presence such as web traffic, number of likes and followers. While we consider our platform as a way of being the student's voice, we stress the importance of listening to the students and what their concerns are with the content we include and the approach in which we share that content. Our Husky Herald website will be open to students sharing their feedback on what they would like to see from us as a club, what concerns or issues on or off campus we should address, and whatever improvements that they feel deem feasible to implement. Our faculty adviser can act as a bridge between the club and faculty members and their feedback. Students who are involved with the Husky Herald are expected to make class visits, distribute newspapers and be at tables at events on campus to promote the organization, engage with readers and recruit students.

### **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.

\$25,000 to pay for 25 percent of salary for a professional staff position with the title Assistant Director for Student Publications. The Assistant Director for Student Publications will serve Husky Herald, Clamor, and UWave. For Husky Herald specifically, the Assistant Director for Student Publications will:

- assist and guide the members of the newspaper to think through a sustainable business model that also includes future paid student positions,
- manage equipments and working space,
- lead professional and club leadership development,
- manage printing budget and liaison with UW printing office Creative Communications

### **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.

\$800 to support events promoting student involvement and interest in the newspaper.

### **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.

\$12,000 for printing costs to produce a monthly issue that is distributed across campus.

### **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.

\$1,000 for purchase of newspaper racks to be put across campus.

### **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/>

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

### 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.

\$40,000

**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.