

Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Student Engagement & Activities - Student Media

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Student Engagement & Activities

Q3. 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.

Clamor: Scott Bentley Husky Herald: Madeleine Jenness UWave: Ava Moattar Adviser: Brenda Đào

Q4. 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. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

Clamor: sb75@uw.edu Husky Herald: jennessmadeleine@gmail.com UWave: uwbsm@uw.edu Adviser: daob@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Sam Al-Khoury, Director

Q6. Budget owner email

- Please provide the email of the faculty or staff member you discussed your request with.

Q14. Proposal Information

Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

The 2021-2022 academic year will be the fifth year that the student media organizations have been advised through Student Engagement & Activities (SEA). These organizations include: Clamor, the Husky Herald, and UWave Radio. Clamor, the UWB Literary and Arts Journal is the only professional-grade arts publication on campus. Husky Herald is the student newspaper at the UWB. UWave Radio is the campus-based community radio station. Clamor offers students the opportunity to submit to, edit, and publish an annual print and online literary and arts journal. Clamor creates space for the local arts community and for the artistic culture of the campus to showcase student work. We are committed to creating a journal that celebrates individuals committed to creative innovation, social justice, and artistic expression. Husky Herald is UWB's student-run print and web news publication. Students go through the journalistic process, working with student leaders to publish in a real newspaper. Student leaders aid contributors in the process, so students have the opportunity to learn skills including interviewing, editing, reporting, and ethical practices. In spring 2020, we established a website to continue publishing during COVID-19. UWave Radio students receive hands-on experience and training consistent with broadcast radio industry standards, software, hardware and practices. Students have the opportunity to create their own media by hosting shows on the radio station and develop their own podcast to publish. UWave Radio maintains our own equipment and website.

Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

Student media is essential to UW Bothell's interdisciplinary vision because it showcases publishing and broadcasting work by students from across campus, majors, and units. Clamor provides the only professional-caliber artifact of literary, artistic, and multimedia work on campus through professional application, publishing, curating, and editing experiences that are applicable to a wide range of career and educational opportunities. Clamor allows UW Bothell to not only measure up to expectations that colleges have a literary arts journal, but also surpasses others by being student-produced in professional, high-grade quality reflecting the passion of the campus. Husky Herald provides a professional platform for student journalists, writers, and artists to get published. Student contributors are mentored by student leaders that aid in the journalistic process, and gives them the opportunity to learn valuable skills outside the classroom. Student contributors report on school events along with issues relevant to the UWB community. Husky Herald supplies students with an opportunity to report news, empower the voice of the student body, and display art. We are the printed voice of the student body. UWave Radio gives students a creative outlet through radio to voice their ideas, share cultures, and engage in critical dialogues. Students are able to have hands-on experience with public speaking, event planning, leadership, radio hosting, podcasting, communication techniques and technology that is unavailable anywhere else on campus or in the local area.

Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

Q10. What on your request is new or has changed?

The new requests for Operations is the UWave website account where students are able to access 24/7 live streaming content that is being rebuilt during this pandemic. The NFCB is also a new addition to the Operations category. It is a subscription used by student media to engage with current listservs of issues that are happening in radio and journalism across the country with other professionals in the field, access to media training webinars, and additional resources that are useful for ongoing training for Student Media. The NFCB subscription was extremely useful as we navigate the remote access and operations of journalism and radio.

Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

Below are strategic goals for each organization which require SAF funding: Clamor wants to publish more art submissions, increase its online presence via a more advanced website managing system, and explore different platforms and sustainable options for publication. Husky Herald is exploring the possibility of advertisements in the student newspaper. This funding opportunity could help expand Husky Herald, support the printing, and other journalism experiences without additional burden on SAF funds. UWave Radio wants to expand the hands on experience with radio equipment outside of the studio room. At the moment, faculty advisers and students are exploring how to make use of the Student Media room to have an area of equipment practice. In Phase 2 expansion of the ARC, we are interested in having dedicated space for our operations. A centralized location on campus will help with exposure for the organizations and the hands on experience available to students.

Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

In 2019, the student media organizations distributed a combination of more than 5000 printed copies of journals and newspapers that engage students, faculty and staff. Students were able to attend events like Open Mic Nights, the Launch Party, Clamor Student Art Exhibitions, tabling interactions, and have hands-on experience with software and equipment. Student media organizations engage approximately 1000 participants annually. We provide leadership opportunities for 50+ students to be involved and create content. Student media organizations foster interdisciplinary expression and collaboration across all campus majors. We have on average 15 students on the Clamor publication board, 20 student volunteer contributors for the Husky Herald, and currently 5 volunteer officers and DJ hosts for UWave Radio. In 2020, Clamor received 373 submissions to publish for the journal. Clamor printed out 1505 journals and has developed a strategy to pass out the journals during the pandemic for the 2020-2021 academic year. Clamor is using the library, residential life, food pantry, and the ARC as spaces to pass out the journals. During this pandemic, Husky Herald moved the publication to a website platform, as to date, with 926 views and 357 visitors. When we get back to campus, Husky Herald will plan to still print newspapers and publish on the website for accessibility. UWave Radio is now providing social media platforms to publish podcasts, training on how to record podcasts, and other engaging programming content for students. Our virtual Open Mic Nights average about 20 in attendance

Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

For 2021-2022, we are requesting funding for our four student media positions. These student staff positions are needed because it requires committed hours to operate and maintain the student newspaper and radio station. There are liabilities, standards, practices, and risk management that these student staff need to be trained on, in order to make sure the Husky Herald and UWave Radio functions. For the Husky Herald, there are two different positions that will be required to run the student newspaper: the Editor-in-chief and the Assistant Editor. The hours will allow the student employees to further promote the newspaper to students, publish articles on the website, website maintenance, work with publishers and vendors to get the newspaper printed and delivered on campus, cover events and produce stories, and work one-on-one with reporters and contributors to develop articles and improve their journalism skills. For UWave Radio, there are two different positions that will be required to run the student radio station: the Station Manager and the Studio Engineer. The Station Manager is in charge of the outreach, maintaining business operations with funding and purchasing, managing student leadership volunteers for UWave Radio, working with campus partners to provide content for the station, and daily operations for the station. The Studio Engineer oversees all technology and equipment that the radio station utilizes. They train incoming students to use the radio and podcasting equipment and how to do their own shows. And, they maintain the radio streaming website, computer and broadcasters for the radio station. In addition to the year-long wages for the 4 student employee positions, we are requesting training wages for the 4 incoming student employees who will be shadowing current employees during Spring Quarter (tentatively May 1- June 30). 4 weeks of training will be needed during this timeframe. Training will start after May 1 as determined by the hiring schedule as it is different every year, but we hope to wrap up before June 30, before the current student employees transition out of their roles. During this time, the incoming student employees will shadow current student employees to learn how to effectively manage the operations of Husky Herald and UWave Radio. We need this time to train because it is the only time that the current student employees will be available to train the incoming students and pass along valuable first-hand knowledge of these organizations, which are student-led programs. Additionally, incoming student employees will receive training on equipment such as soundboards, mixing boards, various navigating software, and vendors for print. Two Husky Herald Students: \$27,398 Two UWave Radio Students: \$27,398 Incoming Student Media Student Employee Training: \$2688 Grand total: \$57484

Q17.

Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

UWAVE Programming: \$1,300 Open Mic Nights (\$800 is the total for all three events, one held each quarter during the academic year) Collaboration with campus partners (\$500) Husky Herald Programming: \$500 Collaboration with campus partners/Guest Speaker (\$500) Clamor Programming : \$1,200 Launch Party (\$700) Collaboration with campus partners (\$500) Total Student Media Programming: \$3,000

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

Included in Programming

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

Husky Herald Newspaper Prints: \$7500 Husky Herald has increased our printing from 8 to 9 issues a year, and from 6 pages to 12-14 pages. However, we are decreasing from 750 copies to 350 to optimize better quality issues than quantity (for a total of 3,150 copies of all issues per year). We have switched over to recycled newspaper which has cut our costs down, however the pricing in ink costs are still relatively the same as noted below. These funds enable us to print images, as well as front and back pages in color, and pays for delivery of the paper to campus. Color printing is important for the art contributors as it stays true to their creative vision. Clamor Journal Prints: \$12,667 Because Clamor works with the printing company each year to minimize the per-print cost based on the number of pages, the number of color images, and materials that are chosen, Clamor cannot know how much the issue costs to print until Clamor has finalized the journal content in the Spring (for example, printing 10 written pieces is much cheaper than printing 10 full-color visual pieces). On average, Clamor has tried to have 2,000 copies printed in previous years. In previous years, these were the costs to print out journals 1600-2000 journals 2020: \$12,462 for 1502 journals 2019: \$12,551 for 1510 journals 2018: \$12,019 for 2100 journals Student Media Printing and Photocopying: \$1,000 Marketing flyers and office printing Total Student Media Printing & Copying: \$2116

Q20.

Office Supplies

- Note office supply expenses

Student Media Office & Studio Supplies We want to purchase better organizing units; such as shelving, equipment storage and containers, to fit into the student media's classroom to optimize space. We also need better soundproofing supplies for the classroom and studio. This is needed for better accessibility and safety of the spaces utilized by student media. There is no other space on campus that student media can function out of right now, so we would like to make the classroom to be more of an efficient space for students to do their work. Total: \$2,000

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).
- Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals>
- Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable health and safety and per diem rates for meals. The per diem rates are available at the following link: <http://finance.uw.edu/travel/meals#perdiem>

Included in Programming

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

Q26.

Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

Asking for promotional items for each of the Student Media organizations: Clamor, Husky Herald, and UWave Radio. Consistent with UW Procurement policy and recommendations, we are committed to using minority and women-owned businesses as vendors for promotional items. These vendors are approved by UW and provide reasonable and competitive pricing, though they may not be as cheap as other vendors that are not registered with the university or minority/women-owned. However, consistent with the ethical practices and values of UW, we will continue to work with these local businesses for promotional items. Student Media Promotional Items: \$2,400

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

We have asked for Adobe Creative Cloud Renewal in the past from SAF and we were funded. Though we have asked STF to fund Adobe Creative Cloud, they will not approve funding due to Adobe's subscription pricing model and rules about the accessibility of the computers that student media uses. Quarterly Lock Changes for the Student Media classroom and UWave Radio Studio: \$300 The various tools listed below enable each organization to manage their operations. Through maintaining websites, providing softwares to function, subscriptions to platforms that support the organizations, and fees to certain licenses, insurances, and copyright platforms that allows Student Media to publish content. Licenses/Insurances/Copyright/Subscriptions: -Four Adobe Creative Cloud Renewals: \$1,200 -Student Media Insurance (liability and risk insurance that needs to be covered for student media on the tri-campuses): \$300 -Clamor Wordpress Account: \$120 -Clamor Wordpress Domain: \$25 -Clamor Submittable Account : \$400 -Husky Herald Domain Renewal: \$300 -Husky Herald Wordpress account: \$120 -UWave Sound Exchange: \$750 -UWave Domain Renewal: \$100 -UWave Website Account: \$400 -UWave Mix Cloud Streaming: \$300 -UWave Music Subscription: \$200 -National Federation of Community Broadcasters (NFCB) subscription: \$500 Total Student Media Operations: \$5015

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

N/A

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

Local workshops with adviser (\$300 x 4 students and 1 adviser). Husky Herald and UWave Radio require specific training and resources that are crucial to the work they do to serve UWB students. There are First Amendment issues, issues of liability in journalism, and radio and broadcasting ethics that these students need to be aware of in order to maintain the integrity and functioning of a student newspaper and radio station. The professional development funds will provide opportunities for the students to engage with constantly updated laws and regulations that happen daily when it comes to the media. Not having this training puts Student Media and UW Bothell at legal risk. Total: \$1500

Q32.

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

92566

Q33.

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet.

Please download the

spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to safuwb@gmail.com by 5pm on January 7, 2020.

Location Data

Location Data
