

## Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18487354	
Submission date: 1/17/2019 3:50 PM	
Total time: 2 hours, 1 minute, 48 seconds	
Question	Response
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Student Engagement & Activities - Student Media
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Student Engagement & Activities
<p><i>Question:</i> 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.</p>	Clamor: Maxton McGuire, Husky Herald: Giovanni Iriarte-Young, UWave: Bradley La, Adviser: Brenda Đào
<p><i>Question:</i> 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.</p>	Clamor: maxton.mcguire@gmail.com, Husky Herald: uwbae@uw.edu, UWave: uwbsm@uw.edu, Adviser: daob@uw.edu
<p><i>Question:</i> Contact Phone 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.</p>	425-352-3735
<p><i>Question:</i> Faculty/Staff Member Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner. 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.</p>	Brenda Đào, Program Manager, Sam Al-Khoury, Director
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	daob@uw.edu, sea2@uw.edu
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	The 2019-2020 Academic year will be the third 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 UW Literary and Arts Journal is the only professional-grade arts publication on campus. Husky Herald is the student newspaper of the University of Washington, Bothell. UWave Radio is the campus-based community station. Storytelling is a core component in the student media platforms, "where students co-create collective learning

experiences with their peers, which cultivates their agency (SEA's Mission Statement). Students create student media organizations for students, to provide a hands-on experience while creating an environment for professional development. Which falls in line with how "we support students as they navigate co-curricular educational opportunities to clarify their identities, purpose, and sense of belonging on campus" (SEA's Mission Statement). Clamor offers a unique experience for student editors, to solicit, edit, and publish a professional grade literary and arts magazine. Clamor offers quality reading, viewing, and listening experiences to students on campus. By showcasing the increasingly vibrant artistic culture of the campus, Clamor both creates a sense of community and connects students to the local arts community. We produce a publication that puts UWB on the map. Clamor's Editorial Board is truly interdisciplinary and international, reflecting students with diverse backgrounds and educational and career goals. We are committed to creating a journal that celebrates individuals committed to creative innovation, social justice, and artistic expression.

Husky Herald's staff are made up of students. While we have our advisers who are there to answer any pressing issues we may have, or suggest advice when needed, we are completely student operated. With shared experiences and knowledge we can bring the campus closer together. The Husky Herald attempts to be present at every public event, by doing this we ingrain ourselves in the community. We have staff from all disciplines, which creates a working environment that is filled with fresh ideas. The stories we write spans from different genres and bring us together as scholars and as people.

UWave is driven by student leadership and collaboration. Together students receive hands on experience and training adhering to the radio industry standards, software, hardware and practices. UWave collaborates and engages with various groups and organizations on campus and throughout the community. Students and community members have the opportunity to create their own media by hosting shows on the radio station. UWave maintains our own equipment, and develops our own software that we use to broadcast in the studio. We organize our own events to be cost effective and accessible through the supplies and equipment that we have obtained over the years.

*Question:*

Need for this Program/Service (500 word limit)  
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? \* If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

Student media is essential to 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 publishing, curating, and editing

experiences that are applicable to a wide range of career and educational opportunities. Husky Herald provides a platform for journalism which is crucial for students to learn professional skills they cannot learn inside of the classroom. Each student has an opportunity to engage with administration, take turns practicing leadership and thinking critically. It also helps to create an inclusive and transparent campus, which benefits staff and students alike by establishing communication and interaction. 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, communication techniques and technology that is unavailable anywhere else on campus or in the local area. UWave Radio attracts students who are passionate about music and DJ-ing, that we also outsource our students to DJ at other clubs and organizations events and dances.

*Question:*

New Request or Previously Funded (500 word limit) Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations. If this is a one time funding request, please note that in the description.

The 2019-2020 Academic year is the third year that the student media organizations have been advised through Student Engagement & Activities. In previous years, Clamor, Husky Herald, and UWave requested funds through separate proposals to SAF, which have been approved. However, starting the 2018-2019 Academic year, was the first year that student media organizations requested funds under one budget proposal. Requesting under one budget proposal have provided more intentionality with funds spent, better tracking of expenses, and better collaboration within the organizations. Continuing under this new advising model, we will be submitting one combined request.

Husky Herald and UWave have paid student positions to strengthen the support and services to their individual organizations that was funded in the 2018-2019 SAF award. Clamor and Husky Herald have previously had their printing requests approved.

The new funding requests for overall student media are professional development and moving some of the Operations Fees funding to Licenses/Insurance/Copyright Purchase. The ongoing advising model linking student media organizations directly to Student Engagement & Activities provides stronger overall support for these groups (similar to CEB, SJOs, etc.) and means that the funding source should be awarded through SAF directly because they are no longer structured as clubs, but as sponsored organizations through SEA.

*Question:*

Strategic Plan/5 Year Goals (500 word limit) Please describe your strategic plan or description

Over the next five years, Student Media is hoping to recruit more student participants and increase exposure of

of your key strategic goals over the next five years.

the work that is being done within each organizations. We are wanting to be more intentional about the programming and services that are provided to engage UWB students with publication, art expression, journalism, and radio. We also would like to provide a platform of networking opportunities for current UWB students and alums who are in the current field of journalism, publication, and radio. To do this, we need to invest time and effort into building up our networks and organizational structures, so we are able to train our current Student Media students to obtain the skills and tools in the given field. Below are action items that each organization will be focusing on:

As the years have progressed on, Clamor has been receiving more art submissions for the journal. Clamor is wanting to be able to have more funding to expand on the art journal and publish more pieces. Or explore different platforms for their publications.

Quarterly Open Mic Nights collaboration with Student Media orgs and with other campus partners.

Husky Herald and UWave Radio will be working on a mobile app both Android and iPhone users to engage viewers and participants.

Husky Herald wants to relaunch a website where articles from the newspapers can be published online, and for those that don't make it to the published format, create an online platform to voice their thoughts Husky Herald exploring what advertisements can look like in the student newspaper. By looking into advertisements, this can be another funding opportunity to help expand Husky Herald, support the printing, and other journalism experiences. Husky Herald has a platform with UWB student body, staff, and faculty. But is interested in working with Bothell community members to engage further with our UWB students, staff, and faculty.

UWave 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.

Phase 2 of the ARC, Student Media is interested in having a centralized location on campus to help with exposure and hold onto all the equipment for hands on experience

*Question:*

Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). \* 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.

In 2018, the student media organizations have been able to distribute a combination of over 5000+ printed copies of journals and newspapers that engage students, faculty and staff. Clamor has previously received up to 2,000 submissions of student artwork, and published the work of 50 artists and writers, many of whom were previously unpublished. Throughout events such as Open Mic Nights, dances, Clamor Launch Party,

and Clamor Student Art Exhibitions, tabling recruitments approximately 1000 participants attended overall. The student media organizations provide leadership opportunities for 50+ students to be involved and create content, such as participating in the Undergraduate Research and Creative Practice Fair. Additionally, student media organizations foster interdisciplinary expression and collaboration across all campus majors, including STEM, Nursing, Business, and the Interdisciplinary Arts and Sciences. We have on average 15 students on the Clamor publication board, 6-10 student volunteer contributors for the Husky Herald, and currently 12 student DJ hosts and 6 officers for UWave Radio.

*Question:*

Financial and Operational Health (500 word limit)  
How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).

The student media organizations use quantitative and qualitative data for assessment purposes from the events, DJ shows, newspaper articles, and journal submissions. They monitor their specific websites, social media, and radio shows for participation and feedback.

Clamor sends out surveys to previous submitters to find out whether Clamor is meeting its core values of artistic community, professional-grade publication, and diverse voices. One of the biggest feedback is increasing the number of submissions into the journal, but still being very intentional with what gets to be on the publication. The caliber of the journal itself in comparison to other professional-grade journals produced on college campuses is another metric they use. Clamor's editors keep track of submissions and published works by medium to ensure they are producing an interdisciplinary journal, as well as tracking number of journals printed/distributed and attendance at the spring launch party. Clamor has on average 15 students to 1-2 staff/faculty advisers.

Husky Herald tracks the assessment of their publication through the readership. Specifically, they track the publications service by checking stacks on the newspaper racks that are located in five different locations on campus. In Fall 2017, we received feedback from building managers that had newspaper racks present that there is significant interest in the publications and the supply is depleted the same day the newspaper racks are stocked. In 2018, staff and faculty are asking for the newspapers to be delivered to departments so that they can also get a copy. Husky Herald has 2 student employees, on average 6 student volunteer contributors, and 2 staff/faculty advisers.

UWave uses number of student leaders as well as number of active show hosts to track our success. We see an increasing number of students involved, as well as radio listeners, as a metric of our success. UWave specifically collects information from their listeners,

supporters and the students through surveys about what kinds of programming they want to hear on-air. They then respond to those surveys and additional email requests to make a more rounded and inclusive programming schedules. There are regular assessments of the breadth and depth of on-air content to determine what best serves the student body and community. UWave also has the ability to review the number of listeners tuning in, analyze the more popular programs, and evaluate feedback received by listeners through emails, phone calls on air with the phone system, social networking, and in person at events. Depending on the shows, they average from 5-30 viewership for the DJ shows. UWave has 2 student employees, 6 student officers, 12 student volunteer contributors, and 2 staff/faculty advisers.

*Question:*

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

Clamor allows UW Bothell to not only measure up to the expectations that all colleges have a literary arts journal, it surpasses others by being student-driven and student-supported and produced in exceptional quality. It's a professional, high grade journal reflecting the passion of the campus as a whole.

The Husky Herald has grown from a front to back leaflet into a true student newspaper. We are unable to print enough papers to keep up with our readership. For example, our October/November cycle 750 copies were printed and all but a handful were gone within the week. There were demands for more copies after the 750 copies were distributed. We believe that this feat is a true testimonial of the Husky Herald's reach.

UWave currently has 34 hours of student run radio shows weekly, curated and facilitated by 12 different students. Our leadership is currently composed of 6 students. We are actively expanding our influence through campus and community outreach, seeking out involvement and collaboration as well as promoting student produced media content.

*Question:*

Salary/Wages Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

For the 2018-2019 Academic year, UWave Station Manager and Studio Engineer was funded for 19.5 hrs per week. The primary work this year was to rebuild the foundation and structure of UWave Radio. This took time to train the two student employees and get them familiarized with the functioning of UWave Radio. After reflecting on the actual work that the two student employees has done so far in 2018-2019 Academic year, and the scope of the work, the amount of hrs needed for the two student positions falls better in alignment with at 15 hrs per week for

the 2019-2020 Academic year because there won't be a need to rebuild the foundation and train from scratch for the new employees.

For the 2018-2019 Academic year, Husky Herald Editor-in-Chief was funded for 12 hrs per week, and Assistant Editor was funded for 10 hrs per week. After reflecting on the work that is needed to be done for Husky Herald going into the 2019-2020 Academic year, we are increased the hrs for both positions to be at 13 hrs a week. The increase in hours are to allow the student employees to do more classroom visits to recruit volunteer contributors, attending events to write stories, and to have more time reading over all the contributor's submission into Husky Herald.

For the 2018-2019 Academic year, the four positions were funded for 24 weeks from Jan 1 - Jun 30. However, we are asking to increase it up to 26 weeks from Jan 1 - Jun 30 for 2019-2020 Academic year, to allow more time for current student employees to train newly hired student employees in the same academic year.

UWave Station Manager position:  
July 1 - Dec 31: (1 student x 15 hrs per week x 18 weeks x \$16 per hour + 20.9% benefits) = \$5,223

Jan 1 - Jun 30: (1 student x 15 hrs per week x 26 weeks x \$16.6 per hour + 20.9% benefits)  
=\$7,827

UWave Studio Engineer position:  
July 1 - Dec 31: (1 student x 15 hrs per week x 18 weeks x \$16 per hour + 20.9% benefits) = \$5,223

Jan 1 - Jun 30: (1 student x 15 hrs per week x 26 weeks x \$16.6 per hour + 20.9% benefits)  
=\$7,827

Husky Herald Editor-in-Chief position:  
July 1 - Dec 31: (1 student x 13 hrs per week x 18 weeks x \$16 per hour + 20.9% benefits) = \$4,526

Jan 1 - Jun 30: (1 student x 13 hrs per week x 26 weeks x \$16.6 per hour + 20.9% benefits)  
=\$6,782

Husky Herald Assistant Editor position:  
July 1 - Dec 31: (1 student x 13 hrs per week x 18 weeks x \$16 per hour + 20.9% benefits) = \$4,526

Jan 1 - Jun 30: (1 student x 13 hrs per week x 26 weeks x \$16.6 per hour + 20.9% benefits)  
=\$6,782

Total salary/wages: \$48,716

*Question:*

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

UWave Programming: \$1,200  
Open Mic Nights (\$600)  
Dance (\$200)  
24/hr Radio (\$500)  
Husky Herald Programming: \$500

<p>contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.</p>	<p>Collaborations/Guest Speaker (\$500) Clamor Programming : \$1,400 Open Mic Nights (\$600) Launch Party (\$700) Collaborations (\$100) Student Media Promos: \$2,100</p> <p>Total Student Media Programming: \$5,300</p>
<p><i>Question:</i> Facilities &amp; Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.</p>	<p>We have asked for Adobe Creative Cloud Renewal in the past under SAF and was funded. We are currently asking for this to be covered in STF as well.</p> <p>Four Adobe Creative Cloud Renewal: \$1000 Total Facilities &amp; Equipment: \$1000</p>
<p><i>Question:</i> Printing &amp; Photocopying Describe the funds you are requesting in detail below. Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.</p>	<p>Husky Herald Newspaper Prints: \$10,166 Husky Herald have increased our printing rate from 8 to 9 issues a year, and from 4 to 6 pages \$1,129.55 per issue (750 copies) 750 copies per issue x 9 issues per year = 6750 copies/academic year Cost allows to print images, as well as front and back pages in color 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, number of color images, and materials that are chosen, Clamor will not know how much the issue costs to print until Clamor has finalized the content in the Spring. On average, Clamor has tried to have 2,500 copies printed in previous years. Student Media Printing and Photocopying: \$1,000</p> <p>Total Student Media Printing &amp; Copying: \$23,833</p>
<p><i>Question:</i> Office Supplies Describe the funds you are requesting in detail below. Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.</p>	<p>Student Media Office &amp; Studio Supplies (better chairs and tables to fit into the student media's classroom to optimize space, organizing units, etc.): \$2000</p> <p>Total Office Supplies: \$2000</p>
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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: <a href="https://www.uwb.edu/finance/food-approvals">https://www.uwb.edu/finance/food-approvals</a> 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 per diem rates for meals. The per diem rates are available at the following link: <a href="http://finance.uw.edu/travel/meals#perdiem">http://finance.uw.edu/travel/meals#perdiem</a> Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.</p>	<p>Included in programming estimate above.</p>



<p><i>Question:</i>                  Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate 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. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.</p>	<p>Included in programming estimate above.</p>
<p><i>Question:</i>                  Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a> Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	<p>We are asking for funding towards professional development for Student Media. These professional development opportunities would support each of the organization specifically to their fields of journalism, art, publication, and radio. Additionally, providing better contexts with navigation on how their media work ties into risks with the First Amendment, Hate Speech, and the 2018 WA State legislation on Student Media.                  Guest speakers/facilitators for quarterly training (\$1500)                  Registration for local conferences (\$1000)                  Webinars (\$500) for each organization (Clamor, Husky Herald, and UWave).                   Total Professional Development: \$3,000</p>
<p><i>Question:</i>                  Operations Describe the funds you are requesting in detail below. Please 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.  <a href="https://itconnect.uw.edu/service/campus-telephone-services/">https://itconnect.uw.edu/service/campus-telephone-services/</a></p>	<p>Quarterly Lock Changes: \$300                  Student Media Organizational Membership: \$500                  Total Student Media Operations: \$800</p>
<p><i>Question:</i>                  Other 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 and on the spreadsheet.</p>	<p>Licenses/Insurances/Copyright:                  -Student Media Insurance: \$300                  -UWave Sound Exchange: \$700                  -UWave Domain Renewal: \$100                  -Clamor Wordpress Account: \$100                  -Clamor Submittable Account : \$400                  -UWave Mix Cloud Streaming: \$300                  -Husky Herald Domain Renewal: \$300                  Total Other: \$2,200</p>
<p><i>Question:</i>                  Total Amount Requested Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.</p>	<p>86851</p>
<p><i>Question:</i>                  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: <a href="http://www.uwb.edu/studentaffairs/safc/safbylaws">http://www.uwb.edu/studentaffairs/safc/safbylaws</a>                  * I understand that late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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. * I</p>	<p>I Agree</p>

understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

---

Questions or comments?  
[Contact us](#) or email [catalysthelp@uw.edu](mailto:catalysthelp@uw.edu)

---