

# 2015-2016 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Monday, November 16th, 2015

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:  
<http://www.uwb.edu/studentaffairs/safc/safbylaws>

Hearings will occur on Friday, December 4th, 2015 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Monday, November 30th, 2015 to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Karla Sanchez, 2015-2016 SAF Chair, with any questions or comments at [SAFuwb@gmail.com](mailto:SAFuwb@gmail.com).

Status: Pending  
SUBMITTED BY  
Amani Carithers  
[amanic@uw.edu](mailto:amanic@uw.edu)  
Nov 13, 2015, 03:14PM PST

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[Required] Proposing Group UWave Radio

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

[Required] Department/Organization Student Clubs and Organizations- Student Affairs

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

[Required] Contact Person Amani Carithers

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 [amanic@uwave.fm](mailto:amanic@uwave.fm)

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.  
\*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone 2487950886

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

\*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.

UWave Radio is the campus-based community station that cultivates student leadership on the University of Washington Bothell campus. We are a center for community engagement, a hub for underrepresented voices, an environment for professional development, and a catalyst for social justice. As we grow as a station, reaching a larger target audience than ever before, our goals and needs as an organization as expanding as well. As a student-driven radio station, it is our mission to support a safe, creative environment for students to work on their personal and professional development. We want to provide innovative and diverse programming to the UWB campus and wider Bothell community. Our members are dedicated to making digital media accessible to everyone. Towards the end of fall quarter 2013, we successfully applied for a Low Power FM (LPFM) license from the FCC. This would give us FM broadcasting privileges on 104.9 FM within approximately a ten mile radius of our transmitter tower to be established on the UWB campus. This will open up our programming to an even more expanding, diverse group of people. In addition, the UWave Radio Launch Party will celebrate UWave's launch date of going FM and our success.

**[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).

UWave Radio is committed to providing the UWB campus and with accessible, engaging and diverse programming. As we continue to expand and our audience increases the population that we impact will become greater along with our programming content. There as a need for students to express creativity and UWave Radio gives students that creative outlet as well as 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. The station allows students to connect with their peers on campus as well as globally, through internet broadcasting, with family and networks across the nation to display their views, talent, and creative outlet in a way unique only to radio broadcasting.

**[Required] Estimate number of students that will benefit from your proposed program/service**

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--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.

Currently, UWave has over 37 hours of unique student run shows and programming hosted by UWB students. These shows are facilitated by over 50 students. UWave leadership includes another 10 students UWB students, 2 directors for each department (Business, Programming, Promotions and Technology) and Station Managers. In addition to these 60+ students who hosts shows and/or are on the leadership team, UWave has a wider community of UWB students who work along side directors and show hosts to assist with the day to day functions of the station and help out during events as DJ's, set up crew, take down crew, or event planning, this group includes an additional 15 students. Lastly UWave has a large appeal to students outside of the day-to-day functions of the station, we have a large social media following which includes over 30 Instagram followers, 200 twitter followers, and over 570 Facebook followers. This past spring UWave gained over 540 supporters on our petition to go FM. In addition to this, UWave collaborates with members of other student organizations such as Husky Harold, Clamor, S.E.N.S.E, Resident Hall Association, Club Council, and other student run groups can benefit from the exposure that we can provide for promotion of their activities and events. A campus radio station is an outlet for all students. With an FM station broadcasting to the Bothell community and beyond, listeners outside UWB are also be able to take part in UWave's unique mission to represent the voice of the student body and its community.

In respect to the LPFM Launch Party specifically we estimate a 300 students to attend. The focus of this event would be to showcase individual student's talent and UWave Radio's new channel of communication and the ability to spread student's voices around the campus community with this new channel of LPFM broadcasting in addition to our internet broadcasting.

**Additional Information**

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

November 2015- construction permit extension filed

June 2017- new final deadline to be on air

May 22, 2017- UWave Radio LPFM Launch Party

**Salary/Wages**

Describe the funds you are requesting in detail below.

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

Station Manager- \$13/hr  
Technology Director- \$13/hr  
Business Director- \$13/hr  
Programming Director- \$13/hr  
Promotions Director- \$13/hr  
=\$90,000

Benefits      \$90,000\* 0.165= \$15,000

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.

**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.

2 Tents- \$2,000  
2 Utility Carts- \$500  
LPFM Launch Party- May 22, 2017  
Decorations for Launch Party: \$250  
Promotional items for students:  
wristbands- \$300  
pens- \$400  
400 T-Shirts- \$1,000  
300 water bottles- \$900  
300 beanies- \$3,000  
500 sunglasses- \$500  
75 hoodies- \$1,500  
2 flags- \$250  
300 socks- \$2,800  
12 custom folding chairs- \$200  
20 graduation sashes- \$200

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. North Creek Events Center costs \$350 and up per event.  
Please put total dollar amount of facilities in the bottom of this box.

Printing & Photocopying N/A- we will use the free prints allotted to clubs by club council

Describe the funds you are requesting in detail below.  
Please put total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies Folders  
Staplers  
Markers  
Dry Erase  
Markers  
Paperclips  
Paper  
\$200

Describe the funds you are requesting in detail below.  
Please put total dollar amount of office supplies in the bottom of this box.

Food/Refreshments Food for LPFM Launch Party:  
Custom Cake= \$100  
Cupcakes= \$300  
Drinks= \$50

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.  
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

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 put total dollar amount of equipment rentals/purchase in the bottom of this box.

Equipment Rentals/Purchase N/A

Describe the funds you are requesting in detail below.  
Please put total dollar amount of equipment rentals/purchase 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 total dollar amount of other in the bottom of this box.

[Required] Total Amount Requested \$119,450

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  I 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 requested amounts listed above.

--I understand that hearings will be held between 8:00am-12:00pm on Friday, November 29th, 2013 and someone from my group will be available to attend a brief hearing scheduled during that time frame.

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 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 put total dollar amount of meals and lodging in the bottom of this box.

Telecommunications \$0

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 total dollar amount of telecommunications in the bottom of this box.

[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?

UWave is a radio station established by students, for students located on UWB campus. This means that we are completely open to the comments and critique of the student body. When we are granted LPFM status, we will also seek feedback on our programming from the Bothell community who tune into to our station. Currently, the Promotions Department works to collect information from our listeners, supporters and the students through surveys about what kinds of programming they want to hear on-air. Our Programming Department then responds to those surveys and additional email requests to make a more rounded programming schedule. They regularly assess the breadth and depth of content of the station in order to best serve the student body and the community. Additionally, we are able to review the number of listeners who tune into the station, and analyze the more popular programs, as well as evaluate feedback we receive from these listeners through emails, social networking, direct from our Facebook page and student participation at events. Lastly, because UWave Radio is an academic course in the Interdisciplinary Arts and Sciences department at UWB, students receiving credit for their involvement have the opportunity to critically reflect on the progress of the station throughout the quarter, as well as areas that we could improve on.