

## **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.)

The CROW (Campus Research and Observational Writings)

## 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.

Nick Begley (Officer)

## 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.

nbegley@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.

772-240-1440

## 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.

Andrea Stone, Nursing and Health Studies, Club Advisor

**Faculty/Staff Member Email\***

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

stoneal@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 overall purpose of this proposal is to create a high quality, peer reviewed research journal that can provide the students of the University of Washington Bothell campus with the opportunity to showcase their work from a wide range of disciplines. *The CROW* is an ongoing collaborative process that seeks to highlight the superior research conducted by UWB students, and to provide space for comparing, analyzing, and generally thinking about the ways research and knowledge production intersect. Our mission is to publish research on a broad range of topics spanning all disciplines, levels of analysis, and national contexts. With collaboration from the Writing and Communication Center (Links to an external site.), the Journal offers an opportunity for students (both authors and members of the editorial board) to hone their writing skills and emerge as more effective writers.

**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.

As a first year publication we are unable to provide any historical data relating to our proposed project, however *The CROW* will be the only publication on campus that will provide students an opportunity to publish academic writings across all campus disciplines with an option of submitting multiple types of work. We have begun to move forward by proactively marketing the publication, with plans of attending the Pathways to Academic Engagement as well as the Involvement Fair. *The CROW's* editorial board has already received numerous submissions from students hoping to have their worked published in this year's edition. The final deadline for submissions is March 1<sup>st</sup> and with the help of SAF funding we hope to provide students with this high impact opportunity.

**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.

Publication of *The CROW* can provide a high impact learning opportunity to any student at UW Bothell who has developed their own abstract, full research paper, research proposal, literature review, or has a work-in-progress that they would like to share with the larger academic community. Through collaboration with the Editorial Board and Writing and Communication Center, students who submit their work will be able to benefit from personalized and constructive feedback about their submissions to help them hone their writing skills and emerge as more effective writers.

*The CROW* editorial board provides hands-on experience to a group of committed students that participate in the reviewing, editing and delicate process of providing feedback to students. *The CROW* is dedicated to helping students build confidence about their submissions as they move forward in the journey of academic inquiry. There are numerous benefits for all students at the different levels of participation with *The CROW* including students who read the journal and are inspired by its writings.

**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.

The success of *The CROW* will be assessed in several different ways: the dedication of student editors who participate (measured by the credit hours and students participating on the board), by the number of submissions we receive (which, in the future, can be measured against the number of submissions received in subsequent years), and by the caliber of the final publication which can be measured by student surveys and comment cards provided to enrolled UW Bothell students at journal launch party. The members of the Editorial Board have been selected because of their high academic standing, previous involvement in other publications on campus, and connection to the Writing and Communication Center on the UW Bothell campus.

**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.

\$0

**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.

Proposed Journal Launch Party (See Food for monetary request)

**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.

\$0

**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.

\$3500 -Publication and printing of *The CROW*. This dollar estimate is based on prior year publication print requests of the former *UWB Policy Journal*. It is anticipated that *The CROW* will be similar in length and format.

**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.

\$100 Hard copy prints for peer editing

**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.

\$600 Launch party and other tabling events

**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.

\$0

**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.

\$0

**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.

\$0

**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/>

\$0

**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.

\$26 Word Press domain name

**Total Amount Requested\***

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

\$4226

**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.