

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.)

UWave Radio

Department/Organization*

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

Student Affairs

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.

Amani Carithers

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.

amanic@uwave.fm

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.

(248)795-0886

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.

Amoshaun Toft

Faculty/Staff Member Email*

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

atoft@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>

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.

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.

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 is 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.

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.

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 alongside 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.

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.

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.

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.

Station Manager- manages and oversees all director positions
 Technology Director- responsible for the operation and maintenance of hardware and software
 Business Director- responsible for grant writing, fundraising, and Underwriting Management
 Programming Director- responsible for overseeing shows, hosts, and DJs
 Promotions Director- liaison between the student body of UWB and the community \$15/hr
 - Each position is paid at \$15 at 19.5 hours per week

Total: \$60,000

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.

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

20 graduation sashes- \$200

Total: \$8,050

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.

N/A

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.

Folders
Staplers
Markers
Dry Erase
Markers
Paperclips
Paper

Total: \$200

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.

2 Tents- \$2,000

2 Utility Carts- \$500

Total: \$2,500

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/>

N/A

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.

82,030

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.