

# S&A Funding Request Documentation (FY19 Supplemental & FY20 General Requests)

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget on EagleSync (see step-by-step directions provided separately) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to upload supporting documentation (this form). Please make sure that you fully complete this form, save it as a PDF at the end, and then upload it as part of the budget you submit.

You will submit this form after you PDF it and save a copy. Once you have completed this step, navigate to your EagleSync Portal, select TREASURY, select MANAGE BUDGETS, select CREATE NEW BUDGET, select the budget that matches the request you would like to make. It is critical that you select the correct budget form. Your options will be:

FY2020 (July 2019-June 2020)

FY2019 Supplemental Budget Request (January 2019 to June 2019)

FY2019 (July 2018 to June 2019) \*Do not select FY2019 (July 2018 to June 2019). We have already awarded all funding for this budget period.

Projected Timeline for FY20 (July 2019-June 2020) S&A Funding for EWU Departments/Programs/Units:

FY20 Budget Request Submission Deadline: Wednesday, January 9th, 2019 at 5pm

FY20 Budget Review Meetings and Presentation Dates for EWU S&A

November 30th - 11:30am 1pm | General Introductions and Process for FY19  
January 18th – 10:30am-1pm | Training  
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal  
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests  
February 8th – 10:30am – 1pm | Initial Review of FY20 Requests  
February 15th – 10:30am – 1pm | Scheduled Budget Presentations  
February 22nd – 10:30am – 1pm | Scheduled Budget Presentations  
March 1st – 10:30am – 1pm | Scheduled Budget Presentations  
March 8th – 10:30am – 1pm | Recommendations  
April 5th – 10:30am-1pm | Recommendations  
April 12th – 10:30am-1pm | Finalize Recommendations

Please note that not all departments/programs/units will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY20 Funding Proposal Due to BOT: May 11th, 2019

FY20 Funding Award Letters Sent: June 2019

Projected Timeline for FY19 (January 2019- June 2019) S&A SUPPLEMENTAL Funding for EWU Departments/Programs/Units:

LAST DATE TO SUBMIT: Wednesday, January 9th, 2019 at 5pm \*The committee will grant extensions for supplemental requests to be submitted through March. To submit a request after the deadline, please e-mail Alicia Decker at asewufinancevp@ewu.edu. The committee will review your request to submit and be in touch.

FY19 Presentation Dates for EWU S&A SUPPLEMENTAL

November 30th - 11:30am 1pm | General Introductions and Process for FY19  
January 18th – 10:30am-1pm | Training  
January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal  
February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests  
February 8th – 10:30am – 1pm | Initial Review of FY20 Requests  
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March 1st – 10:30am – 1pm | Scheduled Budget Presentations  
March 8th – 10:30am – 1pm | Recommendations  
April 5th – 10:30am-1pm | Recommendations  
April 12th – 10:30am-1pm | Finalize Recommendations  
ADDITIONAL DATES TBD

Please note that not all departments/programs/units requesting supplemental funds will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY19 Supplemental Fund Decisions will be made and departments/units/programs notified within three (3) weeks of submitting a Supplemental Fund Request.

Projected Timeline for FY2020 (July 2019 - June 2020) S&A Funding for EWU Clubs & Organizations (C&Os):

LAST DATE TO SUBMIT: Wednesday, April 10th, 2019 at 5pm

FY20 Budget Review Meetings and Presentation Dates for C&Os: BY APPOINTMENT WITH ASEWU FINANCE COMMITTEE

FY20 Funding Award Letters Sent: As Awarded

Status: Pending

**Submitted By**

Alicia Marie Decker  
aliciamdecker@eagles.ewu.edu  
Jan 03, 2019, 03:26PM PST

## S&A Basic Request Information

**Contact Information [Required]**

Please fully complete your contact information.

First name: Alicia  
Middle initial: Marie  
Last name: Decker  
Email address: [aliciamdecker@eagles.ewu.edu](mailto:aliciamdecker@eagles.ewu.edu)  
Phone number: 2536519737  
Address: 216 6th St  
City: Cheney  
State: WA  
ZIP: 99004-1530

**S&A Funding Guidelines [Required]**     I have reviewed, understand, and agree to follow the above.

General Guidelines for Requesting & Spending Funds Awarded:

S&A Fees are collected from students for the express purpose of funding non-academic student activities and programs.

Purchases supported by fees must conform to the organization's approved objectives and expenditure plan submitted to the 2018-19 S&A Fee Committee. If you plan to adjust your approved expenditure plan, it is required that you notify and request the ability to spend differently from the 2019-20 request and the funds awarded to you based on this request, you will need to come back to the S&A Fee Committee to request permission to re-allocate the funds you were awarded.

The S&A Fee Committee considers how the last allocation was managed and spent. A well-documented history of prudent expenditures improves the organization's chances for continued funding.

Expenditures should clearly promote and conform to the University's mission and goals.

All purchases should be reasonable and prudent.

Purchases may not directly or indirectly result in personal material benefit.

An organization is to discuss all purchases with their designated expenditure or budget authority prior to purchasing items or services. Individuals with budget authority can outline what is allowable and appropriate or indicate a University office for resolution of questions.

S&A Fees are considered public monies of the State of Washington. Each purchase from an organization's account must be allowable, authorized, recorded, and appropriately used.

Individual students may not unilaterally make purchases.

Individuals may not make purchases with personal money and seek reimbursement without prior approval.

All University paperwork must be complete and signed by the expenditure authority before purchases occur.

Contract that require an expenditure of S&A fee monies must be processed through EWU Procurement and Contracts.

The organization must not commingle S&A Fee Monies with other types of funds.

The organization must not overspend S&A fee accounts. The organization must carefully monitor expenditures and allocations.

### FY19 and FY20 EWU S&A Budget Planning Guidelines [Required]

As you plan and deliver your budget plans for FY20 and FY21, please use these assumptions and considerations. Please contact Budget Services OR Samantha Armstrong Ash (509.359.7852 or sarmstrong@ewu.edu) via phone or email with any questions during this process.

#### Expenditures Assumptions

- Classified base wage increase FY20 3%
- Public Service Employees (PSE-Exempt) base wage increase estimated July 1, 2019 for FY20 is 1%
- Faculty general salary adjustment FY20 is 4%
- Exempt base wage increase on July 1st of each year estimated for FY20 at 3%
- Benefit increase is planned for FY20 at 2%
- Direct Expense increase FY20 is 2%

#### Historical Analysis

Judy Miller in Student Accounting will be providing you a breakdown of what you have spent in YTD in each budget category. Additionally, she is happy to work with you to review your spending trends from years past.

Consider the accuracy of your budget and changes experienced/planned for your unit.

Be sure to take into account any cyclic expenditure patterns unique to your index such as quarterly expenditure patterns, or cyclic employee costs.

Classified positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE. The department is responsible for funding step increases AND general salary adjustments.

PSE exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

Exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE.

Benefit increases – Increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

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Anticipated position and benefit increased based on the expenditure assumptions should be reflected as an increase to the direct expense budget. Do not change the total in the individual positions.

#### Other Considerations

Consider possible changes for future years (FY2020 and FY2021):

- Revenue changes based on quantity (enrollment) and/or price
- Salary Increases
- Benefit Increases
- Promotions
- Retirements
- Vacancies
- Change in total number of positions
- Recruitment costs
- Reclassification of positions
- Pool positions for temporary faculty or graduate service appointment funding changes
- Minimum wage increases to \$12.00 1/1/19 and \$13.50 in 1/1/20
- Direct expense budget changes (i.e. supply costs increasing or equipment replacement)

The Budget Services team is available for any assistance in the budget planning process.  
Thank you for your contribution to a collaborative budget process.

I have reviewed, understand, and agree to follow the above information in planning my budgets.

Please select what best represents your request: [Required]

To ensure that you are completing the right process, please select from the drop-down menu below.

EWU Department/Program/Unit S&A Funding Request for FY2020 (July 2019-June 2020)

What department/program/club/organization are you requesting for? [Required]

ASEWU

Simple title/name of your department/program/club/organization.

## EWU Department/Program/Unit S&A Funding Request for FY2019 (July 2018-June 2019)

Please provide a brief summary of your department/program/unit and why you are applying for S&A funds. [Required]

This section should be <200 words.

ASEWU is a group of student representatives that are selected by the students to be a voice for the student body as a whole and help provide financial assistance to do so.

Did your department/program/unit receive S&A Funding last year? [Required]

Yes

If you answered yes to the previous question, please submit the total received in S&A Funding:

594594

Please enter a number (without any characters) that represents the total funding received for FY2019 (July 2018-June 2019)

What is the total amount of support received annually beyond S&A Fees - on average? Please outline any support you receive beyond S&A Fees. [Required]

Please highlight funding you receive from Generated Revenue (Ledger 2), State Support (Ledger 1), Sponsorship, Fundraising, etc.

ASEWU does not receive support annually beyond the S&A Fees. Meaning that we rely solely on the S&A Fees.

Please describe how your department/program/unit has worked to pursue alternate funding sources (non-S&A fee): [Required]

If you earn revenue, please clarify how much of the revenue you earn is from students.

No, the ASEWU does not rely on earned income. Meaning that we rely solely on the S&A Fees in order to operate and provide opportunities for students.

Briefly explain how your department/program/unit plans to spend any funding awarded. It is important to note any increases or decreases for FY20 and the reason for these. [Required]

ASEWU plans to spend the funding in multiple ways that is easier to understand when categorized. With our Executive Budget we will be using that to train student representatives in ways to more effectively reach our diverse student population, provide professional attire, allow leaders to attend conferences that will benefit Eastern and the campus it serves, and additional funding to help assist the council in sponsoring events. The Council Budget is used to put on events that educate and/or entertain students, sponsor large events on campus, and shirts/promo material to hand out to students. The Elections Budget is used to buy promotional material as well as have events to promote the elections that happen in the spring. The Legislative Budget is used to pay our dues to the WSA, support voter registration drives in the fall, and put on the Lobby Day event that allows students to ride and stay in Olympia for a day to meet lobbyists and discuss issues related to EWU. The Superior Court Budget is used to put on events that are related to the legal system and individual rights. It is also used to purchase equipment that the court needs to operate on a daily basis. The Student Funding Budget is used to sponsor individuals and clubs/orgs to attend conferences and other events that help support student learning as well as represent Eastern Washington University. The General/Wages Budget is used to provide printing in the office as well as provide wages to all of the students and Ms. Grace.

If you are requesting money for salary/wages/benefits, how many FACULTY do you expect to support with the allocation you are requesting?

Please enter the number of faculty. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many ADMINISTRATIVE STAFF do you expect to support with the allocation you are requesting?

Please enter the number of administrative staff. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many CLASSIFIED STAFF do you expect to support with the allocation you are requesting?

Please enter the number of classified staff. If "zero", type "0."

1

If you are requesting money for salary/wages/benefits, how many UNDERGRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?

Please enter the number of undergraduate student staff. If "zero", type "0."

27

If you are requesting money for salary/wages/benefits, how many GRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?

Please enter the number of graduate student staff. If "zero", type "0."

1

Are there any long-term contracts/obligations associated with this funding request. If yes, please list each obligation and the amount associated with it. If no, please note NA. [Required]

The only "long-term obligations" within this request is the yearly maintenance and lease contracts for the digital printer. The digital printer which will be around \$12,000 this year.

We have been a part of WSA, although this is an annual cost we work into our budget this is not a long-standing contract as we can withdraw from WSA at anytime. Although doing so would limit our opportunities that WSA provides us.

Briefly explain how you ensure that student fees do not subsidize non-student use? [Required]

ASEWU works really hard on making sure that Eastern students are the ones receiving the resources that we provide for them. We utilize EagleSync for students requesting funding. That will ensure that only students are requesting the funds and the council will not vote to fund an event if non-students can heavily participate in the events.

Briefly explain how your department/program/unit collaborates internally with departments, programs, units: [Required]

ASEWU has worked with multiple departments on campus to sponsor events such as Diversity and Inclusion Week, Spring Concert, and EWU-Spokane events.

Briefly explain how your department/program/unit collaborates externally with outside stakeholders: [Required]

ASEWU collaborates with other student governments in the area to discuss what they are doing and what we can implement at EWU to try and increase student involvement. We also work with the WSA to establish topics that we want to lobby on in Olympia.

Briefly explain how your department/program/unit contributes to the local/regional community: [Required]

ASEWU contributes to the local/regional community by volunteering and providing service through Spokane Gives as well as other community efforts that we attend and provide support in any way we can.

Please highlight the impact this department/program/unit has on campus. [Required]

Briefly describe the need for your department/program/unit. How does your department/program/unit support the mission and/or goals of EWU?

ASEWU's impact on campus is very large. We are voted in to be the voice for the entire student body. This is accomplished through committee meetings, tabling events on campus, sponsored forums, sponsored events, and events that we put on.

Briefly describe how your department/program/unit assesses the effectiveness of your programs/services: [Required]

In general, effectiveness is seen by the number of students who attend and/or participate in the process (e.g. running for elections, voting, applying to serve on a committee) and in the responses received when students are asked informally for their input and perspective. ASEWU has improved student feedback in the past few years. We have been surveying students both in the Spokane and Cheney campuses and using this information on how to better communicate to our audience. We are also using a feedback/response system through EagleSync about our monthly clubs and orgs meetings. This is a time for clubs to talk about what functions and aspects of ASEWU are beneficial to them, and what are slowing down/preventing involvement and growth. These will be taken back to the ASEWU for consideration and to be included in future action plans.

What service indicators (data) are tracked & how is this information collected? [Required]

While ASEWU is the representation of all students, its difficult to determine the exact number of students that utilize the services provided by ASEWU. There are numerous ways we obtain statistics of the student population that reach out to ASEWU. We offer supplemental funding for individuals seeking assistance in attending conferences, as well as assisting clubs and organizations in events and programs. When these individuals or groups seek funding, they must fill out a form in EagleSync where they list all the information associated with the event. We also have students that apply to sit on committees. These students must fill out EagleSync forms as well. We can compile all the forms submitted on EagleSync and can gauge the demographics of students that are reaching out to ASEWU.

Based on the data/utilization numbers you collect, please share the number of STUDENTS your department/program/unit benefits/serves annually: [Required]

Please enter the number of students. If "zero", type "0".

5000

Based on the data/utilization numbers you collect, please share the number of FACULTY your department/program/unit benefits/serves annually: [Required]

Please enter the number of faculty. If "zero", type "0".

50

Based on the data/utilization numbers you collect, please share the number of STAFF your department/program/unit benefits/serves annually: [Required]

Please enter the number of staff. If "zero", type "0".

50

Based on the data/utilization numbers you collect, please share the number of ALUMNI your department/program/unit benefits/serves annually: [Required]

Please enter the number of alumni. If "zero", type "0".

50

Based on the data/utilization numbers you collect, please share the number of EXTERNAL STAKEHOLDERS your department/program/unit benefits/serves annually: [Required]

Please enter the number of external stakeholders. If "zero", type "0".

0

Please outline the top funding priorities for your program/department/unit: [Required]

These are the top priority of funding - in order of importance:

1. Salaries for all of the student employed through this budget as well as funding for the professional staff salary.
2. Council Budget
3. Executive Budget
4. Supplemental funding for student organizations
5. legislative budget
6. elections budget
7. operational budget
8. superior court budget

What will the impact be if this request is not funded or fully funded? [Required]

ASEWU is impacted by S&A funding in the following ways:

- Salaries and wages for the 25 members of the ASEWU council, court, cabinet and executive members, as well as Ms. Grace and student front desk workers.
- Funding granted to students, clubs, organizations, and departments on behalf of the ASEWU council.
- Travel opportunities for ASEWU members and students; such as conferences around the country for Diversity, Leadership skills, Legislative skills, and Lobby Day.

If we were to not receive funding we would be in a situation that would not allow us to represent and serve students effectively, making it harder for their voices to be heard.

How does your department/program/unit ensure that you are good stewards of awarded funding? [Required]

Please outline how you track and manage your budgets to ensure financial sustainability.

Our budgets would be tracked and managed by the future ASEWU Finance Vice President, with Stacey Reece and Student Accounting acting in an advisory role to ensure that money is being spent responsibly.

Is there anything else you would like the S&A Fee Committee to consider when reviewing your funding request for FY2020?

NA

If no, please type NA.

Is your department/program/unit interested in presenting to the S&A Fee Committee? [Required]

Please select the answer that fits best. Note: While we value all interest in presenting to the S&A Fee Committee, time for all requests to be presented may not be possible. The Committee will schedule departments/programs/units where there are outstanding questions/concerns regarding the funding proposal and, if time permits, schedule departments/units/programs who would like to present where there are no outstanding questions/concerns based on their proposal.

\*Only if the S&A Fee Committee has concerns or questions

If your request includes funding for staff, please confirm that you have budgeted for all increases, according to the Budget Assumptions outlined, and that number will be included in your Direct Expense figure when you build your budget. [Required]

Please select the best answer.

I confirm