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
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
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

S&A Basic Request Information

Contact Information [Required]
Please fully complete your contact information.

First name: Michael
Middle initial:
Last name: Campitelli
Email address: mcampitelli@ewu.edu
Phone number: 3594836
Address: URC 201
City: Cheney
State: WA
ZIP: 99004

S&A Funding Guidelines [Required]
[X] 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.

[X] 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.

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

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

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.

Campus Recreation is comprised of three distinct programs: Intramural Sports (I.M.), the Club Sport Federation (CSF) and EPIC Adventures (EPIC). CRec programs serve over 3,000 EWU students annually, with multiple students participating in more than one activity. I.M. hosts a quarterly schedule of both traditional and non-traditional activities, Club Sports currently has 33 active clubs in a diverse range of sports, and EPIC offers more than 25 trips and activities each quarter designed to teach students how to navigate the world. S&A funding is the primary source of all funding in these three programs. This request represents only the salaries for staff and a few key items in direct expense for the administration of the CRec programs/activities.

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

If you answered yes to the previous question, please submit the total received in S&A Funding:	380992

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.

EPIC Adventures creates a revenue stream each year (see the EPIC request for details) while the I.M. program does not charge fees to participants as students already pay for the program through their S&A fees. Each CSF organization is required to supplement its S&A allocation through fundraising and membership dues (see the CSF request for details). All CRec programs seek outside sponsors and attempt fundraising activities when possible. The Spokane Sports Commission (SSC) has provided $2,000 for support of our I.M. program's hosting of the 2019 NIRSA Regional Basketball Tournament in March of 2019. The funds are provided for the purpose of spending them in the community as we have many local businesses that support the SSC and they donate the funds specifically for that purpose.

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.

This request supports salaries for the CRec professional staff and key direct CRec program expenses. Each program has its own revenue-generation plan:
• EPIC has trip fees and equipment rental fees generating revenue
• CSF requires each member group to raise funds to cover all travel and personal expenses, such as lodging, per diem, personal equipment, and individual fees
• The I.M. program seeks sponsorship opportunities and collects a minor amount for team forfeit fees.

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]

With an increase in state required salaries and benefits for our Classified Staff members, the 2019-2020 Salaries/Benefits have increased by $8,578 (+4%). In Direct Expense, we decreased our request by $6,469 (-38%) for an overall CRec Salaries Budget increase of $4,757 (+1%) over the previous FY. Additional explanations for all increase/decrease amounts can be viewed in the table at the bottom of the report

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."

2

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."

3

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."

0

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."

0

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]

CRec umbrella portal on OrgSync = $4,000 per year, purchased on an annual basis (this is year X of a five year contract).

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

S&A fee statutes prohibit our programs from using S&A fees to support non-student programming. I.M. and the CSF are only open to currently enrolled EWU students, with some faculty/staff serving as club advisors for CSF groups. EPIC does allow non-student trip participants at an increased rate, but only when available spots remain after EWU students have had the chance to fill all available spots. Additionally, EPIC allows faculty/staff/community members to rent equipment at an increased rate.

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

EPIC collaborates with campus stakeholders on trips and activities such as rafting, backpacking, climbing and other outdoor-related activities. (See EPIC proposal for more detail.) I.M./CRec hosts student groups regularly each quarter in special events such as laser tag, paintball, canoe battleship and other activities. Partners in these special events include SAIL, Sorority and Fraternity Life, ASEWU, Office of Global Initiatives, International Student groups, EWU Athletics and others. CSF groups are expected to collaborate with other campus groups on community service projects that promote campus recreation ideals. (See CSF proposal for more detail.)

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

In developing non-student collaborative opportunities, we are limited by S&A Bylaws and Guidelines preventing non-student use of funds. Campus Rec is constantly requested for support by non-campus groups and comply when we receive approval from the SA VP to participate and maintaining compliance with S&A Guidelines. Examples of these partnerships are CSF groups taking part in Cheney Mayfest, CRec shuttle buses used for the Friends of Turnbull Wildlife Refuge Tours, EPIC partnering with community projects such as Adaptive Kayaking and Climbing. We also assist through use of the shuttle buses with the many student groups brought onto campus by our colleagues across campus, particularly Residence Life and EWU Admissions.

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

CRec programs are well known for being active in the community, with CSF groups participating in many service projects each year in both Cheney and the Spokane communities. Last year, CSF groups took part in more than 50 community projects. EPIC is popular in the local and regional outdoor community as it is a benchmark program in the region and in the country. The I.M. program hosts many local and regional events such as the EWU Spring Shootout, the Iron Eagle Triathlon and the NIRSA NW Regional Basketball Championships.

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?

With more than 3,000 active unique participants annually, CRec has a tremendous impact on student life, particularly with students living in the residence halls, off-campus housing in Cheney and sorority and fraternity members living in off-campus houses. In recent years, we have worked hard to make the activities user-friendly with students from EWU-Spokane student and have seen steady progress in participant levels from that campus. CRec programs maintain strong core values focusing on inclusivity and student success. We contribute greatly to the EWU mission of personal transformation with students learning about themselves, and the world around them, through active participation in CRec programs.

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

In 2017, all CRec programs began participating in an Assessment Plan that seeks to compare program participants in all programs equally. Chris Hoppe leads that assessment program, which we review regularly at CRec monthly staff meeting. We have completed our 1-year pilot program and are now in transition to a regular and annual collection of data. This data assists program leads in future program planning, program adjustments, budget management, resource allocation and general service of our student base. The CRec Spring Survey is due to be distributed this spring with Travis Allen, Club Sport Coordinator, assigned the task of completing the survey process. The spring survey is designed to gauge student opinions and satisfaction with our programs, staff, and facilities. All these efforts lead to discussions within CRec on how to move programs forward with both traditionally strong programs as well as newer initiatives and to contribute to our annual Student Learning Outcomes.

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

In addition to demographic data (class standing, gender, residence location, and primary campus association), the following program indicator data sets are collected for Campus Recreation Programs each year:
(2017-18)
EPIC: Total student contact hours (year)   15,810
EPIC: Total trips and activities (year) 149
EPIC: Total unique participants (year) *550
I.M.: Total number I.M. leagues (year) 100
I.M.: Total I.M. special events (year) 24
I.M.: Total Unique Participants (year) *1733
CSF: Total competitions (year) 234
CSF: Community service projects (year) 43
CSF: Total unique participants (year) *620
CRec: CRec student employees (year) 112
CRec: Total combined participants (year) 2,903
*These totals do not reflect those students that take part in multiple activities and multiple quarters. For example, in I.M. activities, the 1,733 unique participants took part in over 10,000 one-time activities

Participation Gender Identification Ratio (estimated % combining all three programs, data does not allow for other identifier categories)
65% Male - 35% Female

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".

3000

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".

20-30

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.

20-30

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.

0

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]

1) Maintaining required salary/benefit levels for permanent professional staff
2) Initiating a CRec Vehicle Maintainance and Replacement Plan
3) Direct expenses related to overall CRec operations, specifically the OrgSync portal fee

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

Not Funded:
If the program(s) were not funded, students would pay significantly increased fees to participate in recreational activities with many forced to go to off-campus suppliers and programs, paying private sector fees.

Partially Funded:
CRec could not offer the quality recreational opportunities by trained staff that our students expect and pay for through their S&A fees. CRec professional staff is focused on student development while ensuring a high level of risk management and participant safety, while giving all students the opportunity to experience personal growth. Sporting activities are highly valued by our students and contribute to a holistic learning experience. If the program(s) were partially funded, staffing would need to be reduced and programming options cut back, which would lead to fewer recreational opportunities for students.

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.

All CRec staff, whether professional or student, are held to a high standard of conduct and expected to support our program student learning objectives. CRec budget requests have been, and will continue to be, developed to maintain appropriate funding levels for these programs while being mindful of overall costs. All budget authority personnel work closely with the Student Life Accounting staff to address issues quickly when they arise and to maintain appropriate budget management protocols. Over the past decade, CRec programs have worked hard to provide top quality programs without regularly increasing budget demands. As annual service levels move up or down, mostly up, budgets have remained pretty consistent.

Is there anything else you would like the S&A Fee Committee to consider when reviewing your funding request for FY2020?
If no, please type NA.

CRec has many projects and initiatives planned in the near future years designed to hold the line on increasing budget requests. Some of those projects include:
• Creation of a CSF Alumni Association
• Developing new fundraising activities to help increase revenue for CSF groups
• Seeking new sponsorship opportunities for I.M.s
• Creating programming options for students not interested in traditional team sports
• Utilizing our data collection to maximize our use of the funds allocated to us

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

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.

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.

[X] I confirm