

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

Submitted By

Travis Allen
tallen16@ewu.edu
Jan 08, 2019, 03:35PM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Travis
Middle initial:
Last name: Allen
Email address: tallen16@ewu.edu
Phone number: 509-359-4013
Address: URC 201
City: Cheney
State: WA
ZIP: 99004-1825

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]

Club Sports Federation/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.

The Club Sport Federation (CSF) provides EWU students an opportunity to:

- Represent EWU in club level competitions in the region
- Develop lifelong sports skills
- Engage with other EWU students with an interest in their chosen sport
- Achieve a high level of satisfaction with their collegiate experience through CSF participation

S&A funding is necessary for these clubs to continue to have the opportunity to participate and contribute to their development outside the classroom while representing EWU in club competition. The CSF is a vital piece of Student Life on our campus and has shown a pattern of growth over the last few years with over 30 active clubs in 2018-19.

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: 93,760

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.

Beyond S&A fees, CSF groups combined bring in excess of \$150,000 through sponsorships, club fund raising, and membership dues. Each club creates a fundraising plan that addresses the needs of the club. Individual club budgets are based on costs associated with travel, equipment/uniform needs, league dues, official's costs, lodging and per diem, and any personal gear not provided through S&A funding sources.

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.

Each club has the responsibility to create and carry out their fund raising efforts through the CSF Coordinators Office. They must follow the guidelines from the CSF Handbook on Fundraising and Sponsorships, established policies of the EWU Foundation, as well as create an organized and sustainable plan to assure continuity of the club. While club member dues are the largest contributor toward their financial goals, the clubs seek additional funding through corporate sponsorships, fund raisers and out-of-pocket to keep the cost to their members as low as possible. Club membership dues vary greatly, from as little as \$10 per quarter to over \$850 per quarter in the case of the Hockey club. Most clubs membership dues range between \$50-\$100 per quarter.

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]

The CSF Council determines how the S&A allocation is awarded to individual clubs based on their history, recruiting strategies, campus involvement, community projects, money raised, financial needs and impact on student life. Before any S&A funds may be spent, clubs must receive approval from both the CSF Coordinator and the Student Life Accounting Office. S&A funds may only be spent on items the individual club requested in its CSF Council request with any variance going through the CSF Coordinator to assure funds are spent properly and according to established procedures. The increase of \$14,390 in this year's request is due to increased travel cost, league affiliated fees and increased officiating costs.

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."

0

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."

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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]

NA

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. CSF groups are only open to currently enrolled EWU students, with some faculty/staff serving as club advisors. Clubs are allowed to work out paid coaching arrangements, but they must raise those funds independently as S&A fees are not allowed for that use.

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

CSF groups collaborate with other campus groups such as:

- Campus Recreation/SAIL/New Student Programs through Rec-Spllosion and The BLITZ
- EWU Athletics to support their athletic teams (ball crew at home football games, sideline support staff at soccer matches)
- Fund raising efforts with the EWU Foundation/Alumni Association
- CSF groups have hosted competitions supporting the EWU Veteran's Center for Military Appreciation events
- Regular communication with Student Life Accounting
- Strong participation in Movers and Shakers during Housing and Residence Life Move-In Weekend

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

We are somewhat limited by the S&A bylaws and guidelines, but we try to involve our programs in community service projects like EWU Homecoming and Cheney Mayfest. We also assist many student groups brought to campus by our university colleagues, including Housing and Residential Life, Admissions and some of the diversity programs.

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 over 50 community projects alone. Some CSF programs have working sponsorships with local restaurants in Cheney such as Barrel House Pizza, Rosa's Cheney Lanes, Holiday Inn Express in Cheney, and Rokko's for post-game socials for players, visiting teams, and parents.

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 600 active unique participants annually, the CSF has a tremendous impact on student life, particularly with students living in the residence halls, the city of Cheney and members from the various Greek Organizations. All CRec programs maintain strong core values, including inclusivity, social and university engagement, and student success. Many studies show participation in a group such as a CSF team offers a strong support system, a valuable learning experience, and a rich environment for individual as well as leadership development. We contribute to the university mission of personal transformation with students learning about themselves, and the world around them, through active participation in club sports.

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

In 2018, CRec was in its second year of the newly formed Assessment plan that seeks to compare program participants in all programs equally. Chris Hoppe, the Associate Director for Campus Recreation, is the lead of that program, which we review regularly at each CRec bi-monthly staff meeting. We are 2-years into the program and have had a smooth transition to a regular and annual collection of data. This data assists program leads in future program planning, program adjustments, budget management, and general serving of our student base. Satisfaction surveys are distributed every other spring quarter with focus groups held each spring quarter, all seeking information on participant overall satisfaction with the programs, staff and facilities. Quarterly CSF Officer training sessions provide an opportunity for each club to discuss and share success strategies, as well as concerns and solutions.

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 was collected for CSF Programs in 2017-18:

CSF: Total competitions (year) 237
CSF: Community service projects (year) 51
CSF: Total unique participants (year) 633

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".

633

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".

10

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".

10

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) Continuing to provide safe and professional transportation of our students to CSF activities
- 2) Maintaining required club affiliated national organization fees and associated costs
- 3) Student staff support to assist in completing club practice audits and maintenance of CSF spaces and equipment

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

If the program were not funded or funded at a reduced level, member students would pay increased fees through membership dues and would be required to increase fund raising efforts above what they are already required to do. Some clubs would not be able to raise the necessary base fees to continue and most clubs would need to find ways to scale back on their mission of representing EWU in competition. Student participant numbers would decrease due to the additional strain on out-of-pocket expense to members.

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.

CRec core values are heavily stressed and all staff, whether professional and student, are held to a high standard of conduct and expectations. CRec budget requests, including the CSF request, will continue to ask for funds solely to provide our students top-quality recreational programs without creating a "Christmas List" mentality. 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. All purchases using S&A funds must be vetted through the CSF Coordinator and Student Life Accounting to assure they are spent for the purposes they were awarded.

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.

We are in the planning stage of creation of a CSF Alumni Association to try and gain some additional financial support from these graduates who were actively involved in CSF groups as students. The CSF plays an important role in EWU student life and has the potential for continued growth as new programs and clubs are created each year. This CSF budget request will serve a significant number of EWU students in a way that assists them in achieving physical well being, developing leadership skills, and assist with their academic progress towards graduation.

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

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.

Does not Apply