

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
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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

Chris Hoppe
choppe08@ewu.edu
Jan 09, 2019, 01:36PM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Chris
Middle initial:
Last name: Hoppe
Email address: choppe08@ewu.edu
Phone number: 5093594013
Address: 201H University Recreation Center
City: Cheney
State: WA
ZIP: 99004

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]

EPIC Adventures

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.

EPIC Adventures is a program in Campus Recreation within the Wellness and Recreation Program unit, within the Division of Student Affairs. EPIC Adventures facilitates students' involvement in outdoor adventure education through two primary strategies: guided adventure trips and outdoor equipment rental service.

The adventure trip services provided by EPIC Adventures cover a wide range of activities (hiking, rafting, kayaking, skiing, climbing, dogsledding, etc.), duration (half-day, full-day, weekend, expedition), and skill level (primarily serving introductory level activity, but also include a many moderate and advanced trip options) in order to meet the needs of a diverse student population.

These trip experiences increase likelihood for students to be more successful in the classroom through a variety of strategies. First, students who participate in adventure trip programs are more likely to develop a sense of community with their peers, who then can serve as a support system during personal challenges that are commonly experienced by college-aged students. Second, experiences gained during adventure trips are shown to improve confidence and perseverance in the classroom, and beyond. Third, strategies for improved mental health include experiences involving disconnection from personal technology such as cell phones and tablet devices. Lastly, through participation in outdoor orientation programs, students are more likely to experience improved resilience and well-being.

EPIC's rental equipment inventory has grown to include gear for most snow sports, whitewater activities, flat water activities, camping, climbing, mountain biking, and backpacking. This service encourages students to continue engaging with their peers in the outdoors, during times/days that fit their personal schedules. EPIC's staff maintain this rental inventory to industry standards, ensuring the best possible experience for students who utilize the service.

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: 275000

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.

Generated Yearly Revenue = Average \$63,280 From 2012-2018

This revenue is generated through trip/course registration fees, equipment rental fees, and a small amount of retail product sales.

Estimated 2018-19 Trip Revenue = ~\$40,000

Estimated 2018-19 Equipment Rental Revenue = ~\$35,000

Estimated 2018-19 Retail Product/Service Sales = <\$1,000

Total Estimated 2018-19 Revenue = ~\$75,000

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.

EPIC has placed a high priority on increasing revenue through increased trip registrations and equipment rentals, offering bike rental and repair services, and offering more non-subsidized, revenue generating services to the local community.

We are also exploring options to offer non-subsidized trips to groups in the community during traditionally slow periods, such as summer. These groups include ewu alumni, potential donors, and "First Step" parents and families. EPIC Adventures is also in the initial planning with EWU Summer Sessions to offer continuing education courses for members of the community interested in growing outdoor leadership skills.

As another strategy to increase revenue, EPIC has increased rental fees for several items. EPIC has already increased rental rates on several items, including ski/snowboard packages, SUP's, and camping supplies.

Starting in September 2017, EPIC opened the doors to the "EPIC Bike Shop," which is a mountain bike rental service based out of the Sports and Recreation Center. EPIC is currently drafting a proposal to offer non-subsidized repair service to bikes personally owned by EWU students, staff, and faculty.

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 award amount will support EPIC's current operating levels, primarily adventure trips and rental services. All trip registrations, certification courses, and gear rental services are subsidized to EWU students at 50% of the actual costs. All non-students must pay the actual (unsubsidized) cost for trips and equipment rentals.

This proposed budget includes the administrative student staff within EPIC Adventures' office, which consists of customer service staff and equipment maintenance staff. The staff wage category also includes funding Bike/Ski technicians, who maintain EPIC's mountain bike and ski inventory.

EPIC also is requesting funding to sustain the outdoor equipment inventory. Equipment must be retired based on age of equipment, wear and tear, and critical damages. This equipment inventory supports the outdoor trip activities and well as the equipment rental center. Several items are at their retirement cycle, namely downhill skis. The ski inventory are in high demand for rental and trip use, and contribute to EPIC's ability to generate revenue. Other items requested by students have insufficient inventory, such as rafts, stand up paddle boards and skins for backcountry skis.

The largest percentage of expenses included in this budget request is for the operating costs experienced during EWU students' adventure trips, including transportation, lodging, permits, commercial outfitter contracts, as well as trainings and certifications for student trip leaders.

The 2019-20 budget request reflects an increase of \$25,285 (9%) from the approved 2018-19 S&A funding amount. It is important to recognize that EPIC has been able to absorb significant minimum wage increases without the need to request additional wage funding for several years.

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."

20

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]

Fusion (Point of Sale System) = \$3500 per year.

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

Using the Fusion point of sale system, EPIC is able to verify current student status and offer subsidized programs and services to current students. Current EWU students receive a 50% discount on all trip registrations, certification courses, and rental services. All non-students must pay the full, unsubsidized costs of adventure trips, certification courses, and equipment rental, and only are allowed on trips when students do not purchase all spots on the trip.

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

Sustainability Program (Central Services): EPIC has been working with the Sustainability Coordinator to develop a non-motorized recreation trail system on approximately 130 acres of on-campus property. This development would enable EPIC to conduct skills courses such as cross country skiing, mountain biking, snowshoeing, hiking, etc.

Student Clubs and Orgs: EPIC has collaborated with several student clubs and organizations to design custom adventure trips. EPIC has identified custom group trips as a large area for growth in programs. Current groups include several fraternities, sororities, sport clubs, and social clubs. EPIC plans to significantly grow the list of groups in 2019-20.

Academic Departments: EPIC has collaborated with the Geology department on several trips supporting their academic curricula, including canoeing at Bonnie Lake, rafting on the Yakima River, and mountain biking at the Cheney Wetlands. EPIC has also partnered with the Outdoor Recreation academic program to offer leadership workshops to EPIC participants. EPIC is also developing continuing education courses for EWU's Summer Sessions, in effort to positively impact the local community while generating new revenue.

ROTC: EPIC has worked with ROTC to design and implement multi-day technical leadership trainings. These trainings include a skills briefing, followed by technical activities such as canoeing, climbing, backpacking, and orienteering.

EWU Athletics: Athletic teams are coming to the EPIC program for specially designed team-building trips such as standup paddleboarding, rafting and hiking.

EWU Spokane: EPIC is working with the EWU Spokane campus to increase involvement with EPIC's adventure trips and gear rental services. EPIC partnered with SAIL to host a trip in Fall, 2018, and has scheduled more trips for Spring, 2019. These trips include round trip transportation departing from the Spokane Campus.

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

Washington State Parks: EPIC works with the EWU climbing club to coordinate an annual cleanup of Dry Falls, which is managed by Washington State Parks. This park is heavily visited in the summer months and in need of support with picking up litter and debris each fall. This is community service oriented event, as well as an opportunity for the climbing club to connect with the local climbing community.

OutThere Monthly: OutThere Monthly is a local outdoor adventure newspaper which regularly features students, staff, and faculty from EWU. OutThere is a partner with EPIC's No Man's Land film tour event. OutThere helps generate public awareness of EPIC's trips and services, and is an advocate for community involvement in the outdoors.

Spokane River Keeper: EPIC annually supports the Spokane River Keeper by participating in the annual river clean up. Participation in this event helps ensure that the Spokane River is an appealing place for EPIC to bring EWU students. The Spokane River is the closest whitewater river from EWU, and is the lifeblood for trainings, trips, and rentals during the peak of river season.

Bower Climbing Coalition: EPIC participates in the "Crag Cleanup" event promoted by the Bower Climbing Coalition (BCC). The BCC is a non-profit organization based in Spokane that raises funds for the purpose of replacing old and damaged climbing hardware at local climbing sites.

Inland Northwest Adaptive Initiative (INWA): EPIC Adventures participates in trainings coordinated with INWA. These trainings include adaptive climbing, nordic skiing, and paddling.

Consistent with S&A funding requirements, each of these partnerships involving non-students are unsubsidized and recover 100% of their operating costs.

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

No-Man's Land Film Tour: The No Man's Land Film Tour is an adventure film tour which includes only films that are directed, filmed, and star females. These films highlight the strength and abilities of female adventurers. This event is intended to connect students with local adventurers in the community.

Adventure Trips: EPIC's adventure trips primarily serve EWU students. However, EWU staff and faculty, as well as members of the community are permitted to register for EPIC trips and pay a rate not subsidized by S&A funding. EPIC will fully refund any non-student, if needed, to create space for students interested in registering for a trip with a full roster.

Certifications: EPIC is a local hub for many industry standard certifications. EPIC hosts certification courses primarily to benefit student staff. However, community members are encouraged to sign up for EPIC courses as space allows. The result is new revenue coming to EPIC, as the non-students pay an unsubsidized rate for registration. It also positions EPIC to be an industry leader in the local community, which results in stronger potential for EWU student recruitment.

Inland Northwest Adaptive Initiative (INWA): This partnership has also resulted in a collaborative relationship with INWA for hosting adaptive climbing sessions and adaptive kayaking sessions on campus. EPIC Adventures has recently garnered positive recognition in the Spokane community for our efforts with creating new adaptive outdoor program opportunities for disabled populations, specifically within the disabled veteran community. Our goal is to continue developing adaptive programming for EWU's current and prospective students, and be recognized as a regional leader with these offerings.

Gear Rental: EPIC's gear rental services have become a valuable asset to the local Cheney/Spokane community. This has positioned EPIC to capitalize on consistent revenue from these services. These services are not subsidized to non-students.

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?

EPIC supports the University's mission (EWU expands opportunities for personal transformation through excellence in learning) by creating opportunities for EWU students to experience challenge, identify skills and learn strategies to overcome the challenge, and then reflect on this educational experience to apply it to future challenges. These opportunities are provided through fun, outdoor recreation and education activities.

EPIC supports one of the University's goals (Delivering a high quality co-curriculum designed to develop the intellectual, cultural, personal, and practical aspects of students' lives) through connecting student clubs, orgs, and academic programs with real-world practical experiences and educational opportunities. Academic programs utilize EPIC as an opportunity to connect in-class content with the natural world, which brings life to lessons and leads to greater retention of information.

EPIC fulfills the University's goal (Enhancing access to higher education in the Inland Northwest and beyond by recruiting and supporting traditional college-bound students, non-traditional students, and those from underserved populations) by creating engaging opportunities and a welcoming community for all students, regardless of demographic background and experience level. EPIC strives to create appropriate adventure experiences, reflecting the skill and experience level of all participants; EPIC is not just a home for the outdoor enthusiasts. It is one of EPIC's greatest priorities to keep adventure trips and equipment rentals as affordable as possible for EWU students, enabling access for the greatest number of student participants.

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

EPIC administers a post-trip survey to all participants. This survey solicits feedback in the areas of trip-leader preparedness and conduct, program quality, and program offerings. Through this tool, EPIC has adjusted staff trainings and program features to meet the needs of changing student interests. EPIC also conducts a post-trip debrief with participants to understand learning that occurred during their trip, whether it be around learning a technical skill, more about a region, or about the community.

EPIC also meets with individual student staff to design training programs that meet their professional needs and interests. This training program ensures that student staff are placed in the ideal role for their current skill set, as well as where they would like to continue to grow.

Fusion is a tool that EPIC uses to collect data on participant involvement. It has the capacity to generate reports that include limited participant demographic data, and reports that help EPIC identify trends participation. This information helps EPIC make informed decisions on changes to trip offerings.

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

Below are the service indicators, with data for 2017-18

Total Student Contact Hours: 4,821.75(Fall)+6,853(Winter)+7171.25(Spring)=18,846(Year)

Total Trips and Activities Offered (Year): 190

Unique Student Trip Participants (Year): 606

Students Employed by EPIC (Year): 43

Total Unique Equipment Renters (Year): 563

Here is the similar data for Fall 2018:

Total Student Contact Hours (Fall Only): 6,287.5

Total Trips and Activities (Fall Only): 48

Unique Student Trip Participants (Fall Only): 199

Students Employed by EPIC (Year): 39

Total Unique Equipment Renters (Fall Only): Data not yet available.

EPIC is in the process of identifying new/additional service indicators that pertain to the following:

Equipment Rental Services

Participant Satisfaction

Documented Injuries

Documented Near Misses

Custom Trips for University Groups

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".

606

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".

5

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

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".

15

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".

130

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

The greatest barriers for student participation in outdoor activities are cost, equipment, and access. The budget request prepared by EPIC Adventures prioritizes these considerations in order to provide the best possible educational experience to students.

1. Quality Outdoor Equipment - In order to properly manage risks during trips led by EPIC Adventures, the program must have quality equipment. Sub-par equipment, or lack of inventory, can result in compromised risk management practices during adventure trips.
2. Trip Expenses - Students rely on EPIC to secure transportation, lodging, and permits. EPIC makes every possible effort to provide an exemplary experience to EWU students, while still keeping their costs as low as possible.
3. Administrative Student Staff Wages - The funding request for student wages will ensure that EPIC is able to manage the record keeping process for trip registrations and gear rentals. This record keeping process is critical for proper planning for adventure trips. The student staff are also directly involved in maintaining and repairing EPIC's outdoor equipment inventory used during trip programs and rental services.
4. Training and Certifications - EPIC programs are conducted in areas with significant objective hazards. In order to manage the risks associated with EPIC trips, proper training and experience is required. Technology and industry best practices continue to evolve each year, and it is essential that EPIC staff stay current with these trends.

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

No funding:

EPIC would develop a pricing model for adventure trips needed to cover 100% of the operating expenses for student registrations. This includes transportation and fuel, student staff wages, gear, food, access permits, any trip tickets (e.g. ski lift tickets), and lodging. It would also result in increased rental prices to cover administrative student staff wages. It would not be possible to maintain the necessary equipment maintenance schedule, resulting in gear reaching retirement sooner. Lastly, hours of operation would be significantly limited, based on available revenue to sustain staffing.

Partial funding:

This would result in a change to operating levels, dependent on the amount of partial funding. Partially funding the EPIC budget to the 2018-19 approved budget level would result in consistent operating levels, with little change noticed. Partially funding below the 2018-19 approved budget level would result in reduced services, reduced hours of operation, and a reduced equipment rental inventory. It would also likely result in either a reduced adventure trip schedule or increased cost per student to participate in an adventure trip. Other services that would be reduced or eliminated may include the bike shop, ski/board tuning and waxing, certification courses. EPIC would prioritize risk management related expenses such as epinephrine auto-injectors (Epi-Pen) over replacing retired gear such as sleeping bags, skis, mountaineering equipment, etc.

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.

EPIC Adventures consistently tracks and documents all expenses, exceeding University purchasing policies. Revenue generated by EPIC adventures, including on-line sales are documented and reported daily.

Trip schedules are prepared based on the approved operating budget, with trip prices reflecting cost recovery goals determined by the S&A committee.

Equipment rental prices reflect the maintenance and retirement cycle specific to each piece of equipment. Rental prices are adjusted annually as equipment costs change. EPIC works with industry partners to secure the lowest possible purchasing rates for new equipment. EPIC has also started consolidating equipment to reduce repetitive inventory levels.

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.

Since the program's inception more than 25 years ago, EPIC Adventures has established a national reputation as a leader in collegiate outdoor adventure programs. Many students continue to choose EWU as their institution of preference based on the available services provided by EPIC Adventures. The local community has grown connected to EPIC's certification courses and gear rental services. The staff at EPIC Adventures are proud to continue to set a high bar in outdoor leadership.

One of EPIC's strategic goals for 2019-20 is to increase the number of customized adventure trips for University clubs, orgs, athletic teams, academic programs, and university staff and faculty. These custom programs enhance the sense of community within each group, as well as be an opportunity to increase revenue within EPIC.

The current equipment point of sale tool (Oak) does not allow EPIC to collect profile data on individuals who utilize EPIC's rental service. The result of this gap in data is EPIC cannot present trends in usage between students and non-students. EPIC can only report on the number of rental contracts created, and the revenue generated from rental contracts. EPIC is confident that Fusion will be able to report on deeper levels of data, when the equipment module becomes active. At this time, there is no date when Fusion will include these rental features.

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.

I confirm