

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

Stacey Reece
sreece@ewu.edu
Jan 06, 2019, 06:56PM PST

S&A Basic Request Information

Contact Information [Required]

Please fully complete your contact information.

First name: Stacey
Middle initial:
Last name: Reece
Email address: sreece@ewu.edu
Phone number: 509-720-3907
Address: Director, Student Activities, Involvement & Leadership, PUB 301
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]

Eagle Entertainment

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.

Eagle Entertainment is a student-led programming board that provides quality entertainment for EWU students. Eagle Entertainment provides programming on both the Cheney and Spokane campus. The events the group hosts range from lectures, concerts, comedy shows, novelty events such as Club Vegas and events that support diversity such as the World Party and the annual Drag Show. The Service and Activities Fees allocation is the only source of funding that Eagle Entertainment receives.

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: 270,00.00

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.

On average, Eagle Entertainment received \$270,000.00. Eagle Entertainment does not receive funding beyond the S&A Fee budget allocation.

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.

Eagle Entertainment does not pursue funding outside of the S&A funding request process. However, the group does seek out other student organizations and campus departments to co-sponsor events with.

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]

Eagle Entertainment will use the budget received from the S&A funding process to provide quality entertainment for EWU students. Eagle Entertainment will host fall and spring concerts series, comedy shows, Homecoming events, the annual Drag Shows as well as several novelty events, such as Club Vegas and Spring Fling/Last Blast. Additionally, the funding provides Eagle Entertainment the ability to bring lectures, such as Kevin Hines and Spoken Word Poet, Kane Smego, that focus on various topics on mental health and social justice. Finally, the budget allocation allows Eagle Entertainment members to travel to NACA to participate in educational workshops and to preview a variety of artists that the group might be interested in bringing to the EWU campus. NACA provides the opportunity for Eagle Entertainment to "block book" artists with other colleges and universities and contract the artist at a reduced rate.

This year's overall budget request increased by .69%. Eagle Entertainment is asking for the same funding level for their general operation budget. The main increase in the budget is the minimum wage increase (1.97%) and sick leave pay (1.6%) for the student workers.

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]

N/A

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

Eagle Entertainment uses card swipe readers at their events to ensure the majority of the participates are students. Exceptions to this would be events that involve the community, such as Homecoming & Parent and Family events. Also, the group does target marketing to students on both the Cheney and the Spokane Campus.

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

Eagle Entertainment partners with other student organizations and campus departments to help fund some programs offered to EWU students. Homecoming & Parent and Family Weekend, Spring Fling-Last Blast, the Drag Show, the film series and the spring concert series are examples of programs/events for which EE has sought out co-sponsorship to enhance program quality. The programming board works collaboratively with Community Engagement, Residential Hall Association, ASEWU, the Pride Center, Eagle Pride, the Multicultural Center and Campus Recreation to help offset some of the programming expense for events.

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

Eagle Entertainment partners with several Cheney businesses to host events within the city. In the past, these partners have included the Cheney Owl Pharmacy for May Fest and The Mason Jar for the Winter Coffee House series. Also, Eagle Entertainment partners with the Odyssey Youth Movement, a non-profit organization that supports LGBTQ youth in the Spokane County area, on the annual Drag Show.

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

Eagle Entertainment helps support the LGBTQ youth by donating 100% of the tip money raised during the annual Drag Show to the Odyssey Youth Movement. Additionally, Eagle Entertainment worked with other student organizations to raise money for three non-profit organizations (Autism Speaks, Scraps and Vanessa Behan Crisis Nursery) during the Homecoming & Parent and Family Weekend Car Bash team challenge event.

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?

Eagle Entertainment programs provide students the opportunity to learn, connect and engage with other students on campus. The group offers programming that allows students to relax and be entertained, as well as provides a variety of learning opportunities for students to connect to the university.

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

The programming board uses a program evaluation assessment forms for selected events to review the quality and outcome of the event. This information is used to determine future events and use of various agents/artists. The group also tracks attendance to gauge interest in programs, especially increases or decreases over time for long-standing programs or traditions. Finally, Eagle Entertainment conducts a paper-survey at the beginning of fall quarter to assess the type of programming students are interested in. The group uses this information to determine the kind of programming they will do throughout the academic year.

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

The services indicators that Eagle Entertainment tracks is attendance at events. The group does this by using card swipe readers or click counters.

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".

10,404

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".

1 - 3

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".

3 - 5

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".

1 - 3

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

The top priorities for funding are as follows:

- Student staff wages and sick leave
- Drag Show/Diversity programming
- Homecoming & Parent and Family Weekend
- Comedy
- Concerts

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

Eagle Entertainment will need to reduce the number of programs offered and would have to re-evaluate the quality of the artist they are able to bring.

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.

Eagle Entertainment keeps a detailed budget spreadsheet that accounts for any money spent. Also, Eagle Entertainment works closely with Student Accounting and the Contracts Office to ensure that the funds received are used within the parameters of the S&A guidelines. Additionally, Eagle Entertainment targets their marketing students and hosts the majority of the programs on either the Cheney or Spokane campus at times that the majority of the student population can attend the events.

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

N/A

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.

Does not Apply