

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

Michael Campitelli
mcampitelli@ewu.edu
Jan 08, 2019, 03:04PM PST

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: 359-4836
Address: URC 201
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]

Intramural Sports

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 Intramural Sports (I.M. Sports) program is one of the largest student activity programs on campus, averaging 800-1,000 student participants each quarter. When accounting for individual students playing in multiple activities, the total participation exceeds 3,000 each year and over 10,000 when computing each student's involvement in total I.M. activities. I.M. Sports employs 1 FT staff (paid by a different S&A index) and approximately 65 student employees, with 60% of its total allocation going to student jobs. The program offers a diverse schedule of leagues and special events based on current trends and seasonal options, constantly looking for new non-traditional activities to add to its programming options. I.M. program opportunities offer strong out-of-class engagement with the university and provide learning opportunities through activities to support their college success inside the classroom.

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:

148500

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.

I.M. Sports seeks corporate sponsors each year and has had some success in the past, though recent years have been lean. The program receives only S&A funding and does not charge student fees beyond what they already pay through S&A fees. While many other schools charge participant fees, we feel the students are already paying for the program through their current S&A fees and should not have to pay again for the participation. We hope to continue that trend of zero participant fees in FY 2019-20.

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.

Attempts to draw in corporate sponsors have been challenging in recent years, partly due to restrictions placed on fundraising by the EWU Foundation and the need for corporate sponsorship to go to other on-campus programs. We are always looking for leads on potential program sponsors and pursue any that come our way. CRec has fought to keep a policy of no participant fees in the I.M. program as students already pay for the program via their S&A fees. Charging student participant fees would be the next step in increasing sources of additional funding.

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]

I.M. is requesting a total of \$157,300 in FY19. This is broken down into \$94,853 for student wages; \$2,447 for student benefits; and \$60,000 for Direct Expense and represents an increase of \$8,866 (6%) over FY18. The increase in Student Wages/Benefits of \$7,150 (8%) is in line with participant numbers from 2017-18 and fall of 2018, and take into account increases in the minimum wage. The total request for Direct Expense will remain at \$60,000, a \$3,008 decrease from the previous FY. These revised totals are based on the past four quarters projected costs in both Student Employee Wages/Benefits and Direct Expense.

Nearly 62% of total funding goes into student employee wages and benefits with much of the increase in the annual request based on future minimum wage increases. I.M. has experienced slight fluctuations in participation in recent years, with a flat total for the recent fall quarter (Fall, 2019) compared to the previous fall quarter (Fall, 2018). The minimum wage increase to \$12.00 per hour scheduled to take effect on 1/1/19 and up to \$13.50 per hour on 1/1/20 have been accounted for in our projected totals.

Direct expense top priorities are I.M. Champion shirts, sports equipment purchase and repair, field set up supplies, staff apparel, office supplies, off-campus storage units and on-campus contracts such as telephone and copy machine 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."

60

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]

NIRSA (National Intramural-Recreation Sports Association) annual dues of \$2000

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

I.M. activities are open only to currently enrolled EWU students. If EWU faculty wish to play with students, they can request to play and may be assessed a special fee so as not to break with S&A Guidelines

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

I.M. Sports supports many campus programs, at no additional charge, including:

- Laser tag and paintball for campus group activities
- Hosting recreational activities on-campus for other clubs & orgs
- Operating all Greek Week sport activities during spring quarter
- Hosting the World Cup Soccer tournament during EWU Diversity and Inclusion Week
- Assisting students each year in planning and operations for academic projects
- Supervise Homecoming Bed Races activity

Campus partners include SAIL, ASEWU, Housing and Residential Life, Athletics, OGI, and International Student Programs. So far in 2018, I.M. Sports has already held special programs for SAIL, Sorority and Fraternity Life, the Black Student Union, and the Saudi Club among others and has many other programs penciled in for the remainder of the year.

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

S&A bylaws prohibit the use of S&A funds for non-student use, so I.M. Sports is careful to follow these rules. When an opportunity comes up which requires use of our equipment or human resources, professional staff usually volunteers their time and when necessary, seeks approval from the VP of Student Affairs

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

By hosting regional events sponsored by I.M. Sports such as the Iron Eagle Triathlon, EWU Spring Shootout 3x3 Basketball tournament and the NIRSA Regional Basketball Championship area businesses benefit from out of town participants spending money while at these events. Non-student participants pay a higher fee than students to comply with S&A guidelines, but those non-student participants also are spending money on food, gas and other items while here for the event. These events also bring in local community members and promote lifelong fitness.

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 an annual participant total of 1,733 unique participants in 2017-18, I.M. Sports touches nearly 13.5% of all students enrolled at EWU. I.M. programs are popular with students living in the residence halls, sorority and fraternity members, and students residing in Cheney. Due to increased efforts by all CRec programs, recent years have seen a slight increase in participation from EWU-Spokane students, as well. I.M. Sports gives students a no-fee, healthy activity that promotes inclusivity, social interaction, physical fitness, and fun outside the classroom.

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

Surveys are distributed every two years during the spring quarter to gauge student learning outcomes and satisfaction with the programs, staff, and facilities. The next spring survey will be distributed during spring quarter, 2019. Each year, focus groups are held in the spring to solicit qualitative feedback from participants. Lastly, I.M. Sports conducts regular staff and official evaluations as part of the Student Affairs Assessment process.

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

In addition to demographic data collected by our online registration site (class standing, gender, residence location, and primary campus association), the following program indicator data sets are collected for I.M. Sports each year (shown are from 2017-18):

- Total number I.M. leagues (year) 100
- Total I.M. special events (year) 24
- Total Unique Participants (year) *1733
- Total Participation (year) #4,500

*This total represents those students that play in at least one I.M. activity

This total represents those students playing in multiple activities

Participation Gender Identification Ratio (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".

2000

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".

0

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".

0

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) Providing a comprehensive program of excellent extra/co-curricular activities for students
- 2) Creating opportunity for student growth outside the classroom while making their program involvement a memorable experience with a positive outcome
- 3) Maintaining program status as a key factor in student retention for EWU

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

Not Funded:

If this program were not funded, I.M. Sports would require student participants to pay 100% of program costs, likely eliminating the majority of participants. With NSSE survey data strongly suggesting that campus I.M. programs are key to student retention, it would likely have an impact on university retention rates as well.

Partially Funded:

Similar results as listed above, but at a reduced level. Student participation would likely decrease, as would the program's ability to spend S&A funding on student employees and most programs would see much less in the way of supervision and risk management would become a huge concern.

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.

I.M. Sports' core values place a high priority on inclusivity, sportsmanship and student development outside the classroom. All key professional and student staff are held to a high standard, trained in these values and held accountable to model positive behavior while serving students.

We feel we have always been excellent managers of the student funds entrusted to the program and all financial decisions are based on impact to students and fiscal responsibility. Budgets are tracked monthly with Student Life Accounting and all efforts are made to assure the funds are spent in the manner in which 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.

I.M. Sports fosters physical fitness, social engagement, inclusivity and team building and is a critical piece of the student retention puzzle at EWU. Student development research indicates that engagement outside the classroom correlates highly with student retention and success.

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