

# 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  
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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**

Lauren E Ausere  
leausere@eagles.ewu.edu  
Jan 07, 2019, 10:11AM PST

## S&A Basic Request Information

**Contact Information [Required]**

Please fully complete your contact information.

First name: Lauren  
Middle initial: E  
Last name: Ausere  
Email address: [leausere@eagles.ewu.edu](mailto:leausere@eagles.ewu.edu)  
Phone number: 5097938622  
Address: 4150 W Fort George Wright Dr Apt A201  
City: Spokane  
State: WA  
ZIP: 99224

**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 Club & Organization S&A Funding Request for FY2020 (July 2019-June 2020)

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

National Student Speech Language Hearing Association

Simple title/name of your department/program/club/organization.

## EWU Club & Organization S&A Funding Request for FY2019 (July 2018-June 2019)

Please provide a brief 3-year overview of your club/organization and why you are applying for S&A funds: [Required]

Include student involvement, achievements, and how you contribute to the EWU community.

The National Student Speech Language and Hearing Association (NSSLHA) is a nationally linked pre-professional organization for students studying communication disorders. NSSLHA is designed to benefit members in the UPCD chapter as well as the community in Spokane. Every year we provide volunteer opportunities, community outreach programs, pre-professional preparation, philanthropic support for local and national organizations that serve populations affected by communication disorders, and promote the professions of audiology and speech-language pathology. The UPCD NSSLHA chapter represents and supports students in the Speech and Hearing Sciences/Communication Disorders programs from both Eastern Washington University and Washington State University. We are nationally aligned with the NSSLHA Loves Campaign to complete our fundraising pillar, which is Education, Fundraising, Philanthropy, and Promotion of our profession. Through this campaign, all NSSLHA chapters nationwide will be donating to a nominated organization that supports populations with communication disorders. This year, the John Tracy Clinic for Hearing Loss was nominated. The officers have selected two local non-profit organizations, the Spokane HOPE School and Northwest Autism Center. From these two organizations, the chapter will vote and determine which group will receive our donation. We also will be doing a book drive for the Anna Ogden Hall, a shelter for women and children. This shelter is designed to help women and their children recover from addiction, abuse, or other crisis situations.

How much does your club/organization earn through fundraising each year? [Required]

500

If "zero", please enter "0."

How much does your club/organization earn through charging membership dues each year? [Required]

400

If "zero", please enter "0."

How much does your club/organization earn through sponsorship each year? [Required]

0

If "zero", please enter "0."

Briefly outline how your club/organization plans to spend any funds you are allocated through the S&A funding process: [Required]  
Include any events, training, or supplies you are hoping to use your S&A Funding for.

We plan to use funds to provide two educational nights on speech and language related disorders. These events were opened to everyone on our campus. We would also be able to provide GRE materials to juniors giving them the necessary tools to prepare them for the upcoming test. The funds also will allow us to go to Pullman and Cheney and have a spring celebration informing sophomores about the transition to WSU/EWU Spokane and answering questions to reassure and help with the campus transition. Last, we would be able to provide leadership positions and a foundation for our members to grow within the field as well-rounded pre-professionals.

Please describe how your club/organization has worked to pursue alternate funding sources (non-S&A fees): [Required]

Since we have been able to receive S&A funding in the past, we have received alternate funding through fundraisers (bake sales, sweatshirts, restaurant nights). We have also received most our funding through membership dues each year.

Please outline the top funding priorities for your club/organization: [Required]

The top funding priorities for our club would go towards educational nights, GRE materials, and our spring celebration.

How many students are actively involved in your club/organization? [Required]

40

Please list any efforts your club makes or plans to make to work collaboratively with other campus organizations/departments, or programs: [Required]

NSSLHA is a student organization that is collaborative with the Washington State University Speech and Hearing Sciences program. It is recognized at the national level as a collaborative chapter. NSSLHA also has been making plans to team up with the Occupational Therapy and Physical Therapy programs through EWU and WSU to hold an annual food drive "race" to help diminish hunger throughout Spokane.

How does your club promote/market to recruit members? [Required]

Since our club is mainly directed towards the Communication Sciences and Disorders program, we hold a meeting at the beginning of every year for incoming juniors and others who wish to attend. During this meeting, we let these individuals know what NSSLHA is about and what we do for the community.

How are you planning to ensure that your organization engages in smooth officer transitions? [Required]  
Please highlight how you plan on training the next leader responsible for club/organization funds.

Every spring, we hold an officer transition meeting after elections. We meet for several hours with the newly selected officers and hand down our binders to them. These binders have all years past information in them. We then go over expectations, duties, and what being a NSSLHA officer entails. To ensure a smooth transition after this meeting, each newly elected officer has each previous officer's email and phone number as well. Our advisors play a huge role in this transition process as well and are a great resource to use.

Please outline your club/organization(s) relationship with Student Accounting and how you utilize them to be financially successful: [Required]

NSSLHA has made purchases for our organization, we have used Student Accounting for help with purchasing from local vendors, and use them to help answer any questions about S&A and club funding and travel arrangements.

How does your club/organization ensure that you are good stewards of awarded funding? [Required]  
Please outline how you track and manage your budgets to ensure financial sustainability.

Since we are a conjoined club with Washington State University, we both individually keep track of our funds and document all funds coming in and out for each program. We save receipts and keep all private and important information with the treasurers or advisors. To ensure equality, all fundraising funds and other incoming money is split evenly between the two programs.

Please outline how your club/organization supports the mission/goals of EWU and/or ASEWU: [Required]

Just like ASEWU, NSSLHA helps members become actively involved in the community by giving them the opportunity to fulfill leadership roles, have a voice, and to better the community through volunteering.

What will the impact be to your club/organization if this request is not funded or fully funded? [Required]

If our request for funds were not fulfilled, we will not be able to host educational nights to the best of our ability. We would also have to have a tighter budget for our spring celebration, which not only gives incoming Communication Sciences and Disorders students helpful information regarding the program, but helps with a smooth and easy transition to the Riverpoint campus as well.

How many points has your club accrued via the ASEWU 2018-19 Point System? [Required]

12

The club and org point minimum is 55 points, with specific categories that must be fulfilled. If you have any questions on club and org points please contact Alicia Decker at [asewufinancevp@ewu.edu](mailto:asewufinancevp@ewu.edu)

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

No answer submitted.