

# 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 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, 04:45PM 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](mailto: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]

Student Activities, Involvement and Leadership (SAIL)

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.

Student Activities, Involvement, and Leadership (SAIL) staff are responsible for providing co-curricular programming for EWU students. Our department oversees the following programming areas: leadership education, large campus programs (such as Homecoming, Neighbor Fest, and Senior Send-Off), over 130 clubs and organizations, 22 sororities and fraternities, supervise Eagle Entertainment and Eagle Sound Productions and advise the Associated Students of Eastern Washington University.

SAIL believes in providing engagement opportunities that promote a transformational journey of self-discovery within their communities. SAIL is dedicated to helping students have the knowledge, tools, and resources to grow as leaders. We are also committed to providing leadership resources and training for all our student organizations. SAIL's programming is 100% focused on engaging EWU students, either through educational programming or fun activities that connect our students. The budget provided by the Service and Activities fees offer SAIL the ability to accomplish this purpose.

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: 540,000.00

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 SAIL receives around \$470,000. SAIL does not typically receive funding beyond the S&A fee budget process. However, SAIL does seek out on campus partners to help co-sponsor a variety of events such as Homecoming & Parent and Family Weekend and Senior Send-off.

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.

SAIL does not have outside funding sources to supplement the budget. We do, however, seek out campus partners to co-sponsor specific events, such as Senior Send Off and Homecoming & Parent and Family Weekend. When possible, SAIL seeks out grant opportunities, such as the EWU Diversity grant, to help sponsor-programming efforts. SAIL does have some earned income that is received by charging non-campus partners to participate in Neighbor Fest.

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]

SAIL will spend the funds on providing a variety of programming options for students ranging from a leadership conference, traditions programming, such as Homecoming & Parent and Family Weekend and Senior Send-off to Late-Night Alternative to Alcohol Use programming. The overall budget request increased by 17.9% from last year's budget request. The increases in the budget request are as follows:

- The funding of a fulltime professional staff person at the EWU Spokane campus. The title for this position is the Advisor for Campus Programs at EWU Spokane. This budget request will fund this position at 100%.
- The Director and the Associate Director salaries/benefits increased by 3% due to an expected cost of living increase.
- The Advisor for Student Organizations salary/benefits increased by 9% due to the PSE contract raise increase and the project 3% wage increase for expected cost of living increase.
- Student Salaries: SAIL will not receive a GSA this next academic year. As a result, SAIL is asking to hire an additional graduate student hourly positions this year in addition to the current graduate student hourly the office currently employs. Undergraduate student salaries and campus student intern wages increased by 4% to accommodate minimum wage increases. In addition, the increase reflects the mandatory sick-leave pay (1.8% increase) that is needed for all EWU students employed with SAIL.

General Operation Budgets: SAIL is requesting a total of \$181,200.00 in its general operations budget, which is a 4.2% decrease from the last year's budget request. Funding for the Swoop Zone will not be part of the request for this year's budget. However, SAIL is asking for an increase in funding for travel for the new professional staff member in SAIL (33.33% increase) and a 25% increase in funding programming at the EWU Spokane campus and a 25% funding increase to support the EWU Spokane student organizations.

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."

4

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."

3

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."

2

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]

Yes. SAIL has a 5-year contract with OrgSync/Campus Labs to use its Student Organizations Management program. This program supports student organizations' annual registration and event registration process. Also, this contract supports the API connection for card swipe, Live25 integration and annual on-site training by an OrgSync training consultant. SAIL's portion of this contract is \$24,000.00.

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

We engage in targeted marketing to current students to encourage their involvement in the programs offered by SAIL. Most of our events are free to students and our marketing efforts are student focused. If we charge for an event, we make sure there is a discounted rate for a student. Almost all of our events are held on either the Cheney campus or at the EWU Spokane campus.

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

SAIL does seek out campus partners to share programming expenses. Current programming partners include: Community Engagement, ASEWU, Athletics, Career Services, the Multicultural Center, the Pride Center, SFL Councils, Eagle Entertainment, Alumni Advancement and NSTPP.

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

SAIL collaborates with various businesses during the Homecoming & Parent and Family Weekend events, such as Owl's Pharmacy, the Cheney Merchants Association, and the Mason Jar. Additionally, SAIL works with a variety of non-profit organizations on the Service Saturday events to provide community service opportunities for EWU students. Examples of this partnership are with the Vanessa Behan Crisis Nursery, 2nd Harvest Food Bank, New Horizons Animal Rescue, Food for All and Scraps.

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

SAIL networks with a variety of non-profits in the Cheney and Spokane area to provide EWU students the opportunity to participate in community service projects. Also, SAIL works with the SFL chapters during the annual Greek Week events to do community service for local non-profits and fundraise for local charities.

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?

SAIL supports the EWU mission by providing a variety of quality leadership and engagement opportunities for students to connect with and find a sense of belonging to the EWU community.

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

We use card swipe readers to track attendance whenever possible. At events that we cannot use the card swipe machines, we use a click counter to track attendance. Additionally, we develop student learning outcomes and program outcomes for specific programs we plan to assess. Finally, we survey students to see what type of programming/events they are interested in and work to target our programming that aligns with the student's interests.

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

The service indicators that SAIL tracks are listed below. The information is collected by using card swipe readers, counting registered events on EagleSync and through assessment forms submitted through EagleSync.

- Attendance
- Number of student organizations and their events
- Number of programs offered by SAIL
- Community service hours

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."

10,000 -15,000

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 - 10

Based on the data/utilization numbers you collect, please share the number of STAFF your department/program/unit benefits/serves annually: [Required]

Please enter the number of staff. If "zero", type "0."

5 - 10

Based on the data/utilization numbers you collect, please share the number of ALUMNI your department/program/unit benefits/serves annually: [Required]

Please enter the number of alumni. If "zero", type "0".

1 - 2

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".

5

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

The top funding priorities for SAIL are as follows:

- Professional staff and student wages
- EagleSync Contract
- Traditions - Homecoming & Parent and Family Weekend and Senior Send-off
- SFL/C&O programming
- Student Leadership Conference

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

SAIL will have to select which programs to either reduce funding for or completely cut from the programming schedule.

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.

SAIL maintains a detailed Excel budget spreadsheet that accounts for any money spent. Also, SAIL works closely with Student Accounting and the EWU Contracts Office to ensure that the funds are spent in accordance with the S&A rules. Additionally, SAIL 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.

I confirm