

ORGANIZATION: _____

CONTACT: _____

EMAIL: _____



TO: Services and Activities Fee Committee

FROM: ASEWU Clubs

DATE: 1/9/2014

SUBJECT: Request for Services and Activities Funding 2014-2015
(for the 2015-2016 Academic Year)

Your meeting is scheduled for:

Location:

The following questions should be answered in narrative format and submitted along with the S&A Excel spreadsheet to the Services and Activities Fee Committee by **January 9, 2015**. You may EMAIL them to emaiani@ewu.edu or deliver them in hard copy to the Student Affairs Office in SHW 129.

These questions will provide the basic information necessary for the S&A Committee to evaluate the request for funding. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials which will assist the Committee in its deliberations.

Budget Questions

1. Please provide an explanation of how the program plans to spend the budget in each line item of the Budget Request Form (Excel spreadsheet), including an explanation of increases or decreases from the previous year's request. Items that are vague, such as "contract services" should be clearly explained.

Travel: Travel is mostly for club members to travel to various conferences, which will assist them and their organization to better themselves in their specific fields and represent EWU at regional and national conferences.

Supplies: Supplies refer to general club supplies for operations and money used to put on fundraisers and other activities. These things help keep their club going and gets the word out to other students on campus.

Other: Clubs hold events on campus, such as a Luau, which are open to all students to attend and learn about those cultures.

2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.

There are approximately 380 clubs and organizations on campus who range in size from 4 to entire departments. For a club to request funding from ASEWU they must have at least 8 members. There is way more clubs requesting money this year as opposed to other years. The way to measure how many students these clubs effect is very difficult. There are many clubs putting on many events throughout the year.

3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.

The clubs do not offer employment opportunities. However, they do utilize other areas where students are employed, such as dining services, campus sound, when they host events.

4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?

The Associated Students gauge the effectiveness of a club every year before allocating funds to them by reviewing their financial and club history. The clubs present to the ASEWU Finance committee on how they will effectively and efficiently spend S&A Fee funds allocated to them. Some factors include club membership, the quantity and type of programming provided, and advertisement of their events and the club.

5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year's demographics.

ASEWU ensures that student fees do not subsidize non-student uses by allocating funds on a line item basis. All line items are reviewed by the ASEWU Finance committee to ensure that the funds are spent on expenses which directly impact the students of Eastern. ASEWU also works closely with Student Accounting to ensure the dollars allocated to them follow the guidelines set forth by the Services and Activities Fee committee.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income? How much of that revenue is obtained directly from students?

The clubs are encouraged to fundraise as much as possible. The ASEWU finance committee takes into account how much the clubs fundraised when deciding how much they should receive of their annual budget request.

7. Are there any long term obligations associated with this funding request?

The clubs have no outstanding long-term obligations.

8. Was your 2014-2015 S&A Fee allotment increased, decreased or unchanged from the 2013-2014 amount? What was the overall impact on your organization and its ability to serve students? How closely are your actual expenditures aligning with the budget presented to last year's Committee?

The overall allotment has increased slightly, we had about the same amount of clubs and orgs ask for funding as last year. We know that clubs here on campus have a lot to offer students and we are trying to get them as much funding as possible so they can have the largest impact on this campus as possible.

9. What is the impact to service students if your request is not funded or lowered?

There will be a substantial impact. These clubs function on the funding that we provide and without out it they may cease to exist. They put a lot of effort in trying to raise funds but there is only so much money they can raise. We have to help them out in some way to allow students on this campus to have the best experience possible in college and to prepare them, as well as we can, for the outside world.

10. What are three new initiatives for future years?

Because this budget is distributed to various clubs, I cannot directly specify three new initiatives to justly represent the clubs. I can though state that the Associated Students is dedicated to increasing awareness of present clubs and to encourage the creation of new clubs in the future.



**Services and Activities
Fee Committee**

2015-2016 Budget Request Form (Services and Activities Fee Funding Only)

Program Name (Budget Number): ASEWU Clubs (300061)

Note: this worksheet is for Services and Activities Fee budget only, if your program receives funding from other sources you must also complete the Total Budget form on the next tab of this worksheet.

Services and Activities Fee Budget Request	2012-2013 Budget	2012-2013 Actual	2012-2013 Budget vs. Actual	2013-2014 Budget	2013-2014 Actual	2013-2014 Budget vs. Actual	Current Year Budget 2014-2015	2015-2016 Request	Increase/(Decrease) Current Year Request to Prior Year Budget
Services and Activities Fee Revenue (510)	73,397	30,854	(42,543)	32,052	8,000	(24,052)	56,448	56,500	52
EXPENSES									
Compensation									
Classified (631)	-	-	-	-	-	-	-	-	-
Administrative Exempt (610)	-	-	-	-	-	-	-	-	-
Graduate Student Appointment (624)	-	-	-	-	-	-	-	-	-
Temp/Hourly Student Wages (660)	-	-	-	-	-	-	-	-	-
Taxes and Benefits	-	-	-	-	-	-	-	-	-
Total Compensation	-	-	-	-	-	-	-	-	-
Operations/Direct Expense(700)									
Personal Service Contracts	-	-	-	-	-	-	-	-	-
Other Contract Services	-	-	-	-	600	600	-	-	-
Travel	15,578	15,578	-	27,420	5,097	(22,323)	-	31,700	31,700
Supplies	46,124	3,581	(42,543)	4,632	900	(3,732)	-	9,000	9,000
Equipment	-	-	-	-	-	-	-	-	-
Other	11,695	11,695	-	-	1,402	1,402	56,448	15,800	(40,648)
Total Operations	73,397	30,854	(42,543)	32,052	8,000	(24,052)	56,448	56,500	52
Total Expenses	73,397	30,854	(42,543)	32,052	8,000	(24,052)	56,448	56,500	52
Operating Budget Surplus (Deficit)	-	-	85,086	-	-	48,104	-	-	-
Unexpended and Returned to S&A Fund									

Instructions:

If your program has received S&A funding in the prior year the request that was submitted last year will be sent to you as a reference upon your request.

If this is the first time your program has requested S&A funding the historical information should be left blank.

If you need additional information contact Emily Maiani at emaiani@ewu.edu