



**TO:** Services and Activities Fee Committee

**FROM:** Stacey Reece, Director, SAIL  
Samantha Armstrong Ash, Associate Director, SAIL  
Sundi Musnicki, Advisor for Campus Programs, SAIL

**DATE:** December 30, 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](mailto: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.**

Eagle Entertainment is a student-run programming board that organizes events throughout the year for the Cheney and Riverpoint campuses. Events hosted by Eagle Entertainment include Club Vegas, Up All Night, Spring Fling -Last Blast, Coffee House Series, Eagle Spirit Week events and the annual Drag Show. Eagle Entertainment hosted 49 events during the 2013-2014 academic year with over 10,118 students attending these events.

**Compensation (provide explanation for each type):** There is an increase in this line item due to compensate for the minimum wage increase for the students who serve on the programming board and the salary increase for the chair of Eagle Entertainment. In addition, summer wages were added for the Eagle Entertainment marketing and promotion designer to work on marketing materials for the programming team.

**Personal Service Contracts:** No allocation request for this line item.

**Other Contract Services:** There is a 3.1% increase in this line item due to the addition of several programs/events and the Eagle Entertainment partnership in the Riverpoint programming efforts.

Enhanced or new programming efforts include:

**a) Riverpoint programming:**

Eagle Entertainment continues to increase programming efforts at the Riverpoint campus. Eagle Entertainment is currently partnering with ASEWU and ASWSU-S to program events for the campus such as game nights, movie nights and a spring quarter BBQ for all Riverpoint students.

**Travel:** There is a 50% decrease in this line item due to the fact that the NACA West Regional Conference will be held in Spokane this coming fall. The travel expenses are less as a result of this. The amount needed will be used to cover membership dues, conference registration fees and per diem for food.

**Supplies:** There is a 27% increase in this line item due to the increase cost of paper supplies, office supplies, phone services, event supplies, postage and mailing costs, copying and printing costs.

**Equipment:** There is no money requested for this line-item.

**Other:** There is a 25% increase on this line item due to increase training/retreat costs, insurance costs and promotional/marketing materials.

**Additional Notes on Allocations:** Light meals and refreshments are often used to enhance a student's experience at various programs sponsored by Eagle Entertainment. As a result, Eagle Entertainment will use approximately \$10,000 of this requested budget to supply food to various programs such as Eagle Spirit Week, film showings, game nights, select speaking events, Club Vegas and Spring Fling-Last Blast.

- 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.**

Eagle Entertainment hosted 49 events last academic year with a student attendance total of 10,118. In addition Eagle Entertainment participated in large events such as Neighbor Festival, firstSTEP, Welcome Week, Homecoming-Eagle Spirit Week and Spring Fling-Last Blast.

Eagle Entertainment's main method of counting student attendance their events is through using a clicker system. Eagle Entertainment does not collect demographic data on student program attendees.

- 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.**

Eagle Entertainment has 8 student employees. Each student is required to work 19 hours per week during the academic and earns minimum wage, with the exception of the chair, which makes slightly more than minimum wage.

- 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?**

Program attendance is one way Eagle Entertainment assesses the effectiveness of the program. Eagle Entertainment uses a program evaluation assessment form for each event in order to review the quality and outcome of each event. This information is used to determine future events and use of various agents/artists.

Eagle Entertainment does not have an advisory committee.

- 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.**

All S&A funds allocated to Eagle Entertainment are used towards providing a variety of entertainment and programming options for EWU students. Almost all of the events are held on the EWU main campus or at the Riverpoint campus to ensure that students have the ability to access the events.

**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?**

Eagle Entertainment partners with other student organizations and campus departments in order to help fund some programs offered to EWU students. Eagle Spirit Week, Spring Fling-Last Blast, the Drag Show, the film series and the spring concert series are examples of programs/events that Eagle Entertainment has sought out co-sponsorship for in order to help produce a quality program/event. They work collaboratively with RHA, Housing and Residential Life, ASEWU, the Pride Center, Eagle Pride, SAIL and Campus Recreation to help offset some of the programming expense for events.

The only event that Eagle Entertainment charges admission to is the Drag Show. The show is a philanthropic event hosted by the programming board. 100% of the proceeds raised from this event are donated to the Spokane Aids Network.

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

No

**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?**

Eagle Entertainment saw a 30% increase in the budget between these two years. The allocation allowed the board the following opportunities:

- add one position to the team and provided the ability to keep pace with the increase in Washington State's minimum wage increases
- increase has also allowed the programming board to increase their programming efforts with the winter coffee house series, enhance the annual Drag Show, and the spring concert series
- to enhance their programming efforts for Eagle Spirit Week events by expanding the team challenge portion of the week-long program
- provide a series of bands performing throughout the week of Spring Fling-Last Blast
- with one-time funding dollars provided by the S&A committee, Eagle Entertainment in partnership with ASEWU and SAIL will be able to host a larger scale spring concert this year, 2015. Part of this year's budget request also includes money for another spring concert for 2016.

If funding were denied to Eagle Entertainment, this would impact the types of programs they would be able to host for students. The programs sponsored by Eagle Entertainment provide students the ability for social engagement, learn and connect with their fellow students. Eagle Entertainment would need to scale back on the larger events they program such as the Drag Show, Eagle Spirit Week team challenge events and the Spring Fling – Last Blast events. They would not be able to afford high quality lectures such as Kevin Hines or Jess Ekstrom. Lack of funding would also impact the efforts the programming board is making on the Riverpoint campus with the film nights, game nights and the spring BBQ. Finally, Eagle Entertainment could not host a larger spring concert if funding was reduced.

Eagle Entertainment's budget is on track for expenditures for the year.

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

The impact would be that Eagle Entertainment could not assist in enhancing student connection, experience and engagement on campus if they are not funding to provide a wide variety of programming options for students to participate in. As stated previously, Eagle Entertainment employees 8 students and provides volunteer opportunities for other students through the EE Street Team program. This programming team was responsible for providing a variety of events and involvement opportunities for over 10,118 EWU students last academic year. A decrease in funding would hinder the programming efforts of this student group on the main campus as well as at the Riverpoint campus. If a decrease in funding were to occur, Eagle Entertainment would have to scale back on programs such as the Drag Show and various Eagle Spirit Week events. In addition, they would not be able to provide the high quality of lecturers, comedians and musicians that students have come to expect from the programming team.

**10. What are three new initiatives for future years?**

- Increase collaboration efforts with the residence halls through partnering with RHA on projects such as Battle of the Bands, Eagle Spirit Week and film events.
- Increase collaboration efforts with ASEWU, ASWSU-S and SAIL in programming efforts on the Riverpoint Campus.
- Host a spring concert in 2016.
- Each event programmer will co-sponsor one event per quarter with another club, organization and/or department.



**Services and Activities  
Fee Committee**

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

*Eagle Entertainment -300032*

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
<b>Services and Activities Fee Revenue (510)</b>	177,827	177,827	-	206,827	-	(206,827)	297,050	308,649	11,599
<b>EXPENSES</b>									
<b>Compensation</b>									
Classified (631)	-	-	-	-	-	-	-	-	-
Administrative Exempt (610)	-	-	-	-	-	-	-	-	-
Graduate Student Appointment (624)	-	-	-	-	-	-	-	-	-
Temp/Hourly Student Wages (660)	45,000	36,065	(8,935)	50,180	51,485	1,305	69,500	69,438	(62)
Taxes and Benefits	1,453	-	(1,453)	1,820	4,673	2,853	-	2,211	2,211
<b>Total Compensation</b>	46,453	36,065	(10,388)	52,000	56,158	4,158	69,500	71,649	2,149
<b>Operations/Direct Expense(700)</b>									
Personal Service Contracts	-	-	-	-	-	-	-	-	-
Other Contract Services	93,827	65,904	(27,923)	113,500	108,699	(4,801)	190,000	196,000	6,000
Travel	4,000	7,141	3,141	9,300	7,249	(2,051)	8,000	4,000	(4,000)
Supplies	25,000	34,018	9,018	28,527	20,719	(7,808)	22,550	31,000	8,450
Equipment	-	-	-	-	-	-	2,500	-	(2,500)
Other	8,547	24,000	15,453	3,500	2,355	(1,145)	4,500	6,001	1,501
<b>Total Operations</b>	131,374	131,063	(311)	154,827	139,022	(15,805)	227,550	237,001	9,451
<b>Total Expenses</b>	177,827	167,128	(10,699)	206,827	195,180	(11,647)	297,050	308,650	11,600
Operating Budget Surplus (Deficit)	-	10,699	10,699	-	(195,180)	218,474	-	(0)	(0)
<b>Unexpended and Returned to S&amp;A Fund</b>		10,699			-				

**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](mailto:emaiani@ewu.edu)