

ORGANIZATION: Office of Community Engagement

CONTACT: Molly Ayers

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**TO:** Services and Activities Fee Committee

**FROM:** Molly Ayers, Director of Community Engagement

**DATE:** January 9, 2015

**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.

**Compensation (provide explanation for each type):**

**Personal Service Contracts:** : The Office of Community Engagement (OCE) has requested \$500 in Personal Contract Funds to cover speakers' fees for such events as Eastern Days of Kindness, Happiness Week, MLK Day and Hunger and Homelessness Awareness Week. We would work in partnership with other offices/groups on campus like SAIL and ASEWU to provide funding to bring speakers for these events.

**Other Contract Services:** \$2,000 in funds would be used to provide the Eagle Volunteer (EV) Leaders a training and retreat to assist them in planning and preparing for the 2015/16 academic year. Thanks to S&A funding for the current academic year, we had the opportunity to train this year's EV leaders alongside ASEWU and SAIL leaders. This allowed us all to train student leaders collectively with program specific breakout sessions and activities while encouraging students to build cross-program partnerships. We hope to provide this valuable opportunity for next year's EV leaders.

**Travel:** The OCE requests \$2,000 in transportation funds to cover the cost of providing students safe and free transportation to service projects, especially for programs like Eagle UP, a Welcome Week project coordinated in partnership with the New Student Transition and Parent Programs, and the MLK Day of Service.

**Supplies:** The OCE requests \$4,500 to cover supplies for our various Eagle Volunteer programs, projects and an end-of-year volunteer recognition event. Funds will be used to purchase T-shirts for student participants in such programs as Eagle UP (Welcome Week Service Project) and MLK Day of Service and provide a lunch for volunteers as part of the MLK Day of Service (day-long event that includes the MLK Day March, a pre-service project lunch and half day service project). Funding would also provide our Eagle Volunteers with an end-of-year recognition event to thank and recognize their investment of time, talent and energy in serving our campus and broader community. The remaining funds will cover incidental supplies for projects and project marketing.

**Equipment:** NA

**Other:** NA

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.

The Office of Community Engagement (OCE) provides support to faculty and students engaged in academic service-learning and co-curricular service. Since the office is new to campus, we began coordinating the majority of our co-curricular projects fall 2013. In 2013-14, the OCE support 2,605 student in academic and co-curricular service-learning activities to contribute 30,770 hours of service to the local community. Data is collected through project sign-in sheets, course rosters, and the EagleSync system.

Here is the involvement data since the beginning of this academic year:

Office of Community Engagement Involvement Statistics (Fall 2014)							
Project/Program	Students	Hours	Student Leaders	Faculty/ Staff	1st Generation	Veterans	Transfer
Academic Service-Learning	414	7404	1	20	NA	NA	NA
Senior Outreach	20	40	1	1	16	0	NA
Eagle Up	210	1125	15	15	46	NA	26
Feed Cheney	62	124	4	1	22	1	NA
Mobile Food Bank	69	207	6	9	28	0	NA
Food For Thought	22	44	3	2	8	0	NA
HHAW (Kits)	24	48	2	0	5	NA	NA
Harvest Fest	235	526	14	5	58	1	NA
Prime Time Mentoring	88	660	7	1	32	4	NA
Service Saturday (SAIL Partnership)	59	213	0	3	TBD	TBD	NA
<b>Total</b>	<b>1203</b>	<b>10391</b>	15		215	6	

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.

Our office provides employment for six student workers through institutional and work study funding. Student employees support the OCE in the following capacity:

- Provide general office support
- Assist EWU students and student groups in identifying appropriate service projects
- Plan and organize on-going and one-time service projects for EWU students
- Serve as community partner liaisons by working directly with local non-profits utilizing EWU student volunteers
- Provide service-learning students and faculty logistical support
- Maintain databases, OCE listserv, websites, social media outlets and EagleSync

The OCE has one (1) full-time staff person, the director of Community Engagement, one (1) AmeriCorps VISTA member that coordinates the Eagle Volunteer Leadership Team, and one (1) College Access Corps AmeriCorps member the coordinates the partnership between Cheney Public Schools Prime Time Mentoring /Trailblazers Program and the Eagle Volunteers program.

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?

Each of our programs has defined programmatic, student learning and community outcomes. Programs are developed with these outcomes in mind. These outcomes are

evaluated through both quantitative and qualitative measures. Following projects, students are asked to participate in reflection activities to help process their experience, they complete course/project evaluations, and do activities like pre/post project wordles to demonstrate learning.

The Eagle Volunteers Leadership Team, made up of fourteen student leaders, meet on a regular basis to provide feedback, goal set and to reflect on their projects' impact on fellow students and the community at large. We use their input to adjust and enhance programmatic practices.

The OCE is advised by the Community Engagement Advisory Board (CEAB), made up of fifteen EWU staff, faculty, administrators and an ASEWU student representative. The CEAB assists the director of Community Engagement in determining appropriate funding streams for various OCE programs and projects.

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.

S&A funds are used only for EWU students. Funds cover co-curricular service project costs, student training and student recognition. In order to participate in a project or training, students will need to register through EagleSync which ensures that they are a current EWU student. We plan to recognize student volunteers at the end of the year. This event will be invite only. S&A funds will pay for the student costs of such an event.

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 OCE is funded with Ledger One funds which restrict purchases for student activities and programming outside of the classroom.

The OCE seeks grant funding on an ongoing basis to assist with program development and capacity building. Both AmeriCorps positions are grant funded. We currently do not have grant funds that support any of our student community engagement initiatives beyond these two positions. We will continue to pursue funding but cannot rely on it for funding our AY2015-16 co-curricular service programs.

Our office does not rely on earned income.

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

**There are no long term contractual obligations associated with this funding request.** The OCE will plan on renewing the request on an annual basis in order to continue to provide high quality co-curricular service opportunities to EWU students.

8. Was your 2014-2015 S&A Fee allotment increased, decreased or unchanged from the 2013-2014 amount?

Not Applicable. We did not receive funding for AY2013-14

What was the overall impact on your organization and its ability to serve students?

Not Applicable. We did not receive funding for AY2013-14

How closely are your actual expenditures aligning with the budget presented to last year's Committee?

We have expended about 65% of our budget allocation by mid-year and are on track to spend the full amount by year end. We have found that we are expending more in the "Supplies" category than the "Personal Service Contract" category. The AY2015-16 Budget reflects this shift in categories for funding.

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

If this request is not funded, we will be extremely limited in the number of co-curricular service opportunities we are able to provide to EWU students. We would not have sufficient funds to adequately train and advise the Eagle Volunteers Student Leadership Team which assists the office in volunteer recruitment and project coordination. We would also lack funding needed to provide such programs as Eagle Up, Harvest Fest, MLK Day of Service, Days of Kindness and many more. This would significantly impact the momentum we have seen in the past year with a significant increase in student engagement in co-curricular service.

10. What are three new initiatives for future years?

Three new initiatives the OCE would like to implement in future years are:

- **Certificate in Community Engagement (CCE)** – The CCE would provide a certificate option for EWU students that are highly engaged in service-learning and community-based work. The certificate would blend academic and practical experience with meeting critical community needs.
- **Take Root Garden-Based Educational Outreach Program** – The OCE hopes to partner with faculty like Dr. Laurie Morley to expand opportunities for K-12 youth to engage in Garden-Based After School Programs. This project would engage service-learning students and student volunteers in providing garden-based outreach to local schools.
- **Expansion of Mobile Food Bank** – The OCE plans to build upon the successful Mobile Food Bank initiative currently supplying food to families in the Cheney School District monthly. We hope to partner with Cheney Public Schools, Communities in Schools and Second Harvest to offer a second Mobile Food Bank at Windsor Elementary. This project currently engages 15-20 EWU students each month in distributing groceries to community members impacted by hunger.



**Services and Activities Fee Committee**

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

Program Name (Budget Number): *Office of Community Engagement #300230*

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>	-	-	-	-	-	-	-	-	-
<b>EXPENSES</b>									
<b>Compensation</b>									
Classified (631)	-	-	-	-	-	-	-	-	-
Administrative Exempt (610)	-	-	-	-	-	-	-	-	-
Graduate Student Appointment (624)	-	-	-	-	-	-	-	-	-
Temp/Hourly Student Wages (660)	-	-	-	-	-	-	-	-	-
Taxes and Benefits	-	-	-	-	-	-	-	-	-
<b>Total Compensation</b>	-	-	-	-	-	-	-	-	-
<b>Operations/Direct Expense(700)</b>									
Personal Service Contracts	-	-	-	-	-	-	2,000	500	(1,500)
Other Contract Services	-	-	-	-	-	-	1,000	2,000	1,000
Travel	-	-	-	-	-	-	2,000	2,000	-
Supplies	-	-	-	-	-	-	3,500	4,500	1,000
Equipment	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
<b>Total Operations</b>	-	-	-	-	-	-	8,500	9,000	500
<b>Total Expenses</b>	-	-	-	-	-	-	8,500	9,000	500
Operating Budget Surplus (Deficit)	-	-	-	-	-	-	(8,500)	(9,000)	(500)
<b>Unexpended and Returned to S&amp;A Fund</b>									

**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)