

Miller, Judith

From: Eastern Washington University
Sent: Friday, February 4, 2022 10:44 AM
To: Miller, Judith
Subject: New S&A Funding Request Submission
Attachments: Food-Pantry-FY22-Budget-Request-Spreadsheet.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

New S&A Funding Request received!

Requesting Organization
Counseling and Wellness Services : Food Pantry
Requester's Contact Information
Name
Tricia Hughes
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Mailing Address
225 Martin Hall 312 Eagle Lane, #225 Cheney, WA 99004 United States Map It
Budget Request and History
Attach Budget Request Spreadsheet (found at top of form)
<ul style="list-style-type: none">Food-Pantry-FY22-Budget-Request-Spreadsheet.xlsx
Please select which represents your request best?
FY23 Budget Request
Please provide a summary of your dept/prog/unit.
The EWU Food Pantry is located on Campus inside the Tawanka building. This service is made available to all students and staff during our open hours, which are currently Tuesdays and Thursdays from 1-4. Inside the pantry we have stocked many shelf-stable and frozen foods as well as fresh produce, hygiene items, and basic toiletries. Our intention is to help meet student's basic needs and reduce food insecurity, helping them to remain focused on their education without these additional stressors. We also have 7 food cabinets in various building across campus (as well as one in the catalyst building in Spokane) which provide shelf stable items in more convenient locations and during each buildings open hours. We hope to add additional hours to the Food Pantry now that on campus classes have resumed and as staffing allows.
How does your dept/prog/unit plan to spend the awarded funds.
The Food Pantry management changed over in last year and is now supported by student affairs. This funding would be used for student wages and supplies to provide oversight of the Food Pantry. We are requesting funding to cover the requested student wages 12 hours a week of pay for an undergraduate student worker, 20 hours a week of pay for a graduate student worker, GSA tuition for graduate student including 3-5% tuition raise for next year, and direct service funds for food items and supplies. We plan to continue to supplement this funding with volunteers and encourage the sorority and fraternity community to fulfill their hours by stocking our food cabinets.

Did your dept/prog/unit receive funds in FY22?

Yes

If you answered yes to the previous question, please submit the total amount received.

\$35,000

Salaries, Benefits, & Wages

Does your request include any staff salaries/benefits, and/or student wages?

Yes

How many UNDERGRADUATE student employees are being supported by S&A funding?

1

How many GRADUATE student employees are being supported by S&A funding?

1

How many CLASSIFIED staff are being supported by S&A funding?

0

How many ADMINISTRATIVE staff are being supported by S&A funding?

0

How many FACULTY staff are being supported by S&A funding?

0

Please confirm that you have budgeted for all salary increases, according to the Budget Assumptions outlined, and that number will be included in your direct expense figure when you build your budget

- Yes

Impact From Funding

How does your dept/prog/unit collaborate with other departments, programs, units?

The EWU food pantry works closely with several other departments on campus; we send out communication via Inside EWU, work closely with Dining services to help with storage of backstock and supplemental ordering (through our own funding), and with SASS to help spread knowledge of our services to students in need.

How does your dept/prog/unit collaborate with outside stakeholders?

We partner with 2nd Harvest and this gives us a better connection to the local community of food insecurity, food to distribute and local programs that are offered. We also work partner with CHAS to provide hygiene items in our pantry and The Dairy Farmers of Washington to provide some support for pop up pantries on campus. We also collaborate with the local food pantry in Cheney and share information, new ideas and products that need to be used before they are no longer good. Finally, we partner with the WSU Spokane campus's food pantry to provide food to EWU students that are in Spokane.

How does your dept/prog/unit contribute to the local/regional community?

By providing food and basic need items to students and staff, we work to reduce food insecurity.

What impact(s) does this dept/prog/unit have on campus? Briefly describe the need for your dept/prog/unit. How does your dept/prog/unit support the mission and/or goals of EWU?

The purpose behind the Food Pantry is to reduce the level of food insecurity experienced by our students (especially considering the ongoing pandemic) and in turn allow them to focus on their education without the added stress factors of food, nutrition, and hygiene. This speaks directly to EWU's mission "expanding opportunities for personal transformation through excellence in learning." Thirteen percent of our students say that in the last 30 days they did not eat or were hungry because there was not enough money for food. Additionally, 37% of students responded that the food they bought did not last and they did not have money to buy more (ACHA-National College Health Assessment Report for EWU - Spring 2021). The food pantry serves on average 100 students per week, with this number increasing each quarter as more students discover the pantry.

How does your dept/prog/unit assesses the effectiveness of your programs/services and how is it tracked?

Our Food Pantry keeps track of our effectiveness through the collection of data on how many students visit our pantry and the amount of food in pounds given out each month. We intend to expand upon this information by finding out how many of these students are new to the pantry each month, and how many are return users. This information is gathered anonymously through a checkout process where students input the weight of the food they are taking into a spreadsheet document located at our exit, they do not provide any identifying information during this process. We also ask a question of the week at check-out to get

feedback from students who use the pantry. This year we are working with User Experience Design Course to improve visibility and processes in the pantry. We will implement a pin system for the 2022-23 academic year which will allow for the anonymous collection of relevant demographic information.

Financial Responsibility

What are the top funding priorities for your dept/prog/unit and is any of this funding for contracts, if so how much?

Funding through S&A will be used to employ student workers to manage the Food Pantry and cover the majority of administrative duties and partnership collaboration involved. Student-led for students.

How does your dept/prog/unit track and manage your budgets to ensure financial sustainability?

The budget will be managed by the Tricia Hughes Senior Director of Counseling and Wellness to oversee the operation of the EWU Food Pantry.

How will you ensure that student fees do not subsidize non-student use?

Tricia Hughes, Senior Director for Counseling and Wellness will oversee the funding to assure it is being spent according to the S&A guidelines.

Engagement

Please share the number of STUDENTS your dept/prog/unit serves annually.

2,000

Please share the number of FACULTY your dept/prog/unit serves annually.

5

Please share the number of STAFF your dept/prog/unit serves annually.

5

Please share the number of ALUMNI your dept/prog/unit serves annually.

0


Please share the number of OUTSIDE STAKEHOLDERS your dept/prog/unit serves annually.

10

Any additional information or considerations you would like the S&A Committee to have:

The food pantry serves one of the basic needs of our students that strongly contribute to their ability to successfully progress and graduate from EWU.

Acknowledgment

 I confirm that the details included in this budget request are accurate to the best of my knowledge and are fully aware of S&A Fee regulations.