

## Miller, Judith

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**From:** Eastern Washington University  
**Sent:** Monday, January 29, 2024 2:18 PM  
**To:** Miller, Judith  
**Subject:** New S&A Funding Request Submission  
**Attachments:** Epic-Adventures-FY25-Budget-Request-Spreadsheet.xlsx

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

New S&A Funding Request received!

### Requesting Organization

Epic Adventures

### Requester's Contact Information

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### Budget Request and History

#### Attach Budget Request Spreadsheet (found at top of form)

- [Epic-Adventures-FY25-Budget-Request-Spreadsheet.xlsx](#)

#### Please select which represents your request best?

FY25 Budget Request

#### Please provide a summary of your dept/prog/unit.

EPIC Adventures facilitates students' involvement in outdoor adventure education through two primary strategies: guided adventure trips and outdoor equipment rental service. These opportunities create a space for student to create a community, find new passions and recreate in a healthy manner. Our outdoor adventures offer a variety of trips for all students to participate in throughout the year. With the help of S&A funds these trips are more affordable for students to explore. Our student staff members are professionally trained to lead and handle risk for these trips. The students can take these trainings and experiences to enhance their professional careers and outdoor passions.

EPIC's rental equipment inventory has grown to include gear for most snow sports, whitewater activities, flat water activities, camping, climbing, mountain biking, and backpacking. This service encourages students to continue engaging with their peers in the outdoors, during times/days that fit their personal schedules.

#### How does your dept/prog/unit plan to spend the awarded funds?

The requested amount will support EPIC's current operating levels, primarily adventure trips and rental services. All trip registrations, certification courses, and gear rental services are subsidized to EWU students at 50% of the actual costs. Our largest expense in the department is Wages making up 62% of the budget. The reason for the increase from last year to this year is based on two key factors. The first is moving the Epic Adventure Coordinator salary and benefits to this budget. The

second is the change of how we are paying trip staff. Traditionally trip leaders and assistants were only paid a stipend for their trips, which was not a good representation of their hours. Now we are paying our student trip staff based on the hours they are in the field, which caused a large increase in student wages. The next largest portion of the budget at 28% in direct expenses covers our staff training and certifications, travel for trips, and repairs to our buses. These are all vital in making sure our staff can provide the best experience possible for the students. The remaining budget helps cover equipment updates and other departmental needs.

**Did your dept/prog/unit receive funds in FY24?**

Yes

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

158,500

**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?**

24

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

0

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

1

**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?**

EPIC has collaborated with several student clubs and organizations to design custom adventure trips. EPIC has identified custom group trips as a large area for growth in programs. Current groups include several fraternities, sororities, sport clubs, and social clubs. Academic Departments: EPIC has collaborated with the Geology department on several trips supporting their academic curricula, including canoeing at Bonnie Lake, rafting on the Yakima River, and mountain biking at the Cheney Wetlands. EPIC has also partnered with the Outdoor Recreation academic program to offer leadership workshops to EPIC participants.

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

Epic Adventures collaborates with regional ski resorts, Washington State Parks, OutThere Monthly, and various wilderness certification programs.

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

EPIC Adventures has been approved to provide rental services to staff, faculty and community members when not being utilized by students. By offering these services to non-students, EPIC enhances EWU's brand in the local community, creates a stronger sense of community, and generates additional revenue. Certifications: EPIC is a local hub for many industry standard certifications. EPIC hosts certification courses primarily to benefit student staff. However, community members are encouraged to sign up for EPIC courses as space allows. The result is new revenue coming to EPIC, as the non-students pay an unsubsidized rate for registration. It also positions EPIC to be an industry leader in the local community, which results in stronger potential for EWU student recruitment.

**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?**

EPIC creates opportunities for EWU students to experience challenge, identify skills and learn strategies to overcome the challenge, and then reflect on this educational experience to apply it to future challenges. These opportunities are provided through fun, outdoor recreation and education activities. During the past year EPIC has been a leader in creating an environment for students to feel a part of the EWU community. Some unique ways EPIC has been able to accomplish student engagement include curb-side rentals, social distanced day trips, and discounted lift tickets at ski resorts. EPIC is committed to reaching out to our students through custom group trips with the residence halls, sororities and fraternities, and clubs and organizations.

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

EPIC administers a post-trip survey to all participants. This survey solicits feedback in the areas of trip-leader preparedness and conduct, program quality, and program offerings. Through this tool, EPIC has adjusted staff trainings and program features to meet the needs of changing student interests. EPIC also conducts a post-trip debrief with participants to understand learning that occurred during their trip, whether it be around learning a technical skill, more about a region, or about the community. EPIC also meets with individual student staff to design training programs that meet their professional needs and interests. This training program ensures that student staff are placed in the ideal role for their current skill set, as well as where they would like to continue to grow. We are also collecting participation stats through program registration. We are currently showing how participation in recreation can help students be more successful in their academic career.

**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?**

Trip Expenses - Students rely on EPIC to secure transportation, lodging, and permits. EPIC makes every possible effort to provide an exemplary experience to EWU students, while still keeping their costs as low as possible.  
Administrative Student Staff Wages - The funding request for student wages will ensure that EPIC is able to manage the record keeping process for trip registrations and gear rentals. This record keeping process is critical for proper planning for adventure trips. The student staff are also directly involved in maintaining and repairing EPIC's outdoor equipment inventory used during trip programs and rental services.  
Training and Certifications - EPIC programs are conducted in areas with significant objective hazards. In order to manage the risks associated with EPIC trips, proper training and experience is required. Technology and industry best practices continue to evolve each year, and it is essential that EPIC staff stay current with these trends.

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

EPIC Adventures consistently tracks and documents all expenses, exceeding University purchasing policies. Revenue generated by EPIC adventures, including on-line sales are documented and reported daily. Trip schedules are prepared based on the approved operating budget, with trip prices reflecting cost recovery goals determined by the S&A committee. Equipment rental prices reflect the maintenance and retirement cycle specific to each piece of equipment. Rental prices are adjusted annually as equipment costs change. EPIC works with industry partners to secure the lowest possible purchasing rates for new equipment. EPIC has also started consolidating equipment to reduce repetitive inventory levels.

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

Using the Fusion point of sale system, EPIC is able to verify current student status and offer subsidized programs and services to current students. Current EWU students receive a 50% subsidy on all trip registrations, certification courses, and rental services. Staff, faculty, and community members must pay the full, unsubsidized costs of equipment rentals and adventure trips.

**Engagement**

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

528

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

0

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

24

**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.**

3

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

Since the program's inception more than 25 years ago, EPIC Adventures has established a national reputation as a leader in collegiate outdoor adventure programs. Many students continue to choose EWU as their institution of preference based on the available services provided by EPIC Adventures. The local community has grown connected to EPIC's certification courses and gear rental services. The staff at EPIC Adventures are proud to continue to set a high bar in outdoor leadership.

### **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.