

Miller, Judith

From: Eastern Washington University
Sent: Friday, January 26, 2024 12:14 PM
To: Miller, Judith
Subject: New S&A Funding Request Submission
Attachments: FY25-Budget-Request-Food-Pantry.xlsx

New S&A Funding Request received!

Requesting Organization

Counseling and Wellness

Requester's Contact Information

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[Map It](#)

Budget Request and History

Attach Budget Request Spreadsheet (found at top of form)

- [FY25-Budget-Request-Food-Pantry.xlsx](#)

Please select which represents your request best?

FY25 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 Wednesdays from 2-5PM and Thursday 12-4PM. 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 provide for students' 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 buildings across campus (as well as one in the Catalyst building and one in the SEIRR Building in Spokane) which provide shelf stable items in more convenient locations and hours. We hope to increase awareness and student access to the food pantry as staffing and time allow. This quarter, we have added one additional hour of operation and by Spring '24, we hope to add an additional day of operation.

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

Awarded funds will be used to cover student GSA tuition and 20/hrs per week in hourly wages. Additional funds will be used to help keep the food pantry stocked and supplied in addition to the items we receive from donations and partners.

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

Yes

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

\$25,000

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 pantry is overseen by our Basic Needs Navigator staff position, housed in Counseling and Wellness. This staff member helps to connect students with resources on campus, such as the Food Pantry. The EWU food pantry also 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. We have created a collaborative committee on campus that includes student members called the "Basic Needs Advisory Committee" that runs a resources fair and helps bring different aspects of student assistance together in one place.

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

The EWU food pantry is partnered with 2nd Harvest and NW Harvest in order to help keep our pantry stocked with items through food rescue programs hosted by those sites. By collaborating with Feed Cheney and the Cheney Food Bank, we are able to exchange items either of us might have in excess. We are partnered with CHAS to provide hygiene items in our pantry and in turn provide information about local health and dental care that may be available to students there through brochures. Through the Basic Needs Resource Fair, we collaborate with a large number of different local partners to provide information and needed services to students. Through the Basic Needs Navigator position, we collaborate with other Post Baccalaureate Institutions across the state such as Western Washington University, Evergreen State College, and Central Washington University. Locally, we collaborate with SFCC and SCC to optimize our food pantry operations by exchanging ideas and best practices.

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

By providing food and basic need items to EWU students and staff we reduce food insecurity. This helps keep those that access the services focused on their roles on campus and their personal lives.

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 cost of living crisis) 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." We served an average of 122 students/households per week in 2023 and are hoping to increase that number with increased marketing and hours this next year.

How does your dept/prog/unit assess 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. Using Eagle Sync, we are now able to track the number of individual users per

month while maintaining privacy for our visitors. Weights are gathered through a checkout process where students input the weight of the food they are taking into a spreadsheet document located at our exit.

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 operate the Food Pantry and cover the majority of administrative duties and partnership collaboration involved. We value student leadership in our pantry and regarding our processes; 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 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 will be key in making sure the funding is being spent according to the S&A guidelines.

Engagement

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

5,500

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

50

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

100


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.

0

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.