

From: [Eastern Washington University](#)
To: [Miller, Judith](#)
Subject: New S&A Funding Request Submission
Date: Thursday, January 9, 2025 4:51:26 PM
Attachments: [FY26-Budget-Request-Spreadsheet-71.xlsx](#)

New S&A Funding Request received!

Requesting Organization

EWU Food Pantry

Requester's Contact Information

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[Map It](#)

Budget Request and History

Attach Budget Request Spreadsheet (found at top of form)

- [FY26-Budget-Request-Spreadsheet-71.xlsx](#)

Please select which represents your request best?

FY26 Budget Request

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

The EWU Food Pantry is open to all students and staff and located in Tawanka Hall. This critical basic needs support service increased open hours by an additional day this year to account for the 53% increase in usage that was seen during Fall Quarter. The pantry is currently open Tuesday through Thursday from 12-5 and is stocked with many shelf-stable foods, frozen foods, fresh produce, hygiene items, and basic toiletries. Our intention is to help provide for student's basic needs and reduce food insecurity, helping them to remain focused on their education without these additional stressors. We also have 8 food cabinets in various buildings across campus (as well as two in Spokane, one in Catalyst and one in the SIERR Building) which provide shelf stable items in more convenient locations and hours.

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

Awarded funds will be used to cover student GSA hourly wages at 20/hrs per week. 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. With the 53% increase in pantry usage between Fall 2023 and Fall 2024, we have needed to purchase more food to meet the demand than our partners can provide for us.

Did your dept/prog/unit receive funds in FY25?

Yes

Please submit the total amount received in FY25.

25000

Please describe any changes in the amount requested from the previous year.

N/A

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?

0

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 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, outside stakeholders, and the local/regional community?

The EWU Food Pantry collaborates with several departments, programs, and external organizations to better serve students and staff. On campus, we communicate through Inside EWU, partner with Dining Services for storage and supplemental ordering, and work with SASS to raise awareness of our services. Throughout the year, we coordinate food drives with various campus departments. For example, in Fall 2024, we partnered with the URC, Athletics, the President's Office, and all four colleges to collect donations. Our EWU Basic Needs Committee is a campus-wide group dedicated to running a resource fair, evaluating campus support services, and reviewing proposals for expanding basic needs services. The committee invites guest speakers with expertise in basic needs and collaborates on events to benefit students. To keep the pantry stocked, we partner with 2nd Harvest and NW Harvest through food rescue programs. We also exchange goods with Feed Cheney and the Cheney Food Bank, sharing excess items. Additionally, we've teamed up with CHAS to provide hygiene items and share information on local health and dental care services available to students. We also partner with sororities and fraternities to keep our food cupboards stocked.

Do these collaborations include financial contributions? If so, please describe.

While these collaborations don't explicitly lead to financial contributions, we do receive material donations

from collaborations such as the food drives mentioned above. Our work with InsideEWU and events also brings awareness to the amount of food insecurity on campus (44% in 2022), which has occasionally led to increased donations to our foundation account that can be used to purchase food.

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, goals, and strategic plan of EWU?

The purpose behind the Food Pantry is to reduce the level of food insecurity experienced by our students 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 "Eastern Washington University provides an inclusive, equitable, and transformative learning experience, driving the pursuit of knowledge with affordable academic excellence." Students have reported that the food pantry is what enabled them to continue their studies at Eastern, stay housed, and graduate. In 2024, we served an average of 797 students per month, a sharp increase in attendance and distribution of items in the food pantry from the previous 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. Through Eagle Card swipes, we also track how many students use the pantry multiple times and how many students are new visitors. We also do casual assessments by asking a written question each week that pantry users can respond to in order to provide us feedback. This academic year we will be conducting a focus group on food insecurity to determine how best to meet that need with our students.

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 a GSA, giving them hands-on experience and allowing them to learn through taking on administrative and partnership duties in running the pantry and food cabinets.

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 will be key in making sure the funding is being spent according to the S&A guidelines. This funding only covers a portion of operating expenses for the pantry and the minimal staff usage will not be taken from the budget.

Engagement

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

9,000

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

2

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.

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

We're thankful for the support we are able to receive from the S&A committee as we've seen huge increases in the number of students using the pantry just in the last year and our demand for good quality food is higher than ever. This funding helps us get food into the hands of the students who need it most so that they can persist until graduation and become Eagles for Life.

Since hiring our Basic Needs Navigator, we have been able to build up our Pantry program, and that work has been fruitful as we see usage increase.

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.