

# S&A Funding Request Documentation (FY20 Supplemental & FY21 General Requests)

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget on EagleSync \*(see step-by-step instructions provided separately) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to upload supporting documentation (this form). Please make sure that you fully complete this form, save it as a PDF at the end, and then upload it as part of the budget you submit.

## \*IMPORTANT CHANGES\*

Please note that the step by step instructions contain changes that are critical for completing your budget in EagleSync this year. Specifically steps 3-9. All depts/orgs will also be provided with a FY20 YTD breakdown by account of your current budget status.

Projected Timeline for FY21 (July 2020-June 2021) S&A Funding for EWU Departments/Programs/Units:

FY21 Budget Request Submission Deadline: Wednesday, February 5th, 2020 at 5pm  
FY21 Budget Review Meetings and Presentation Dates for EWU S&A

January 21st – 2pm-4pm | Training  
January 28th – 2pm – 4pm | Supplemental Requests & Fee Increase Proposal  
February 4th – 2pm- 4pm | Finalize Supplemental & Initial Review of FY21 Requests  
February 11th – 2pm – 4pm | Initial Review of FY21 Requests  
February 18th – 2pm – 4pm | Scheduled Budget Presentations  
February 25th – 2pm – 4pm | Scheduled Budget Presentations  
March 3rd – 2pm – 4pm | Scheduled Budget Presentations  
March 10th – 2pm – 4pm | Recommendations  
TBD | Recommendations  
TBD – | Finalize Recommendations

Please note that not all departments/programs/units will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY21 Funding Proposal Due to BOT: May 28th/29th, 2020  
FY21 Funding Award Letters Sent: July 2020

Projected Timeline for FY20 (January 2020- June 2020) S&A SUPPLEMENTAL Funding for EWU Departments/Programs/Units:

LAST DATE TO SUBMIT: Wednesday, February 5th, 2020 at 5pm \*The committee will grant extensions for supplemental requests to be submitted through March. To submit a request after the deadline, please e-mail Arturo Diaz at [asewufinancevp@ewu.edu](mailto:asewufinancevp@ewu.edu). The committee will review your request to submit and be in touch.  
FY20 Review & Presentation Dates for EWU S&A SUPPLEMENTAL

January 21st – 2pm-4pm | Training  
January 28th – 2pm – 4pm | Supplemental Requests & Fee Increase Proposal  
February 4th – 2pm- 4pm | Finalize Supplemental & Initial Review of FY21 Requests  
February 11th – 2pm – 4pm | Initial Review of FY21 Requests  
February 18th – 2pm – 4pm | Scheduled Budget Presentations  
February 25th – 2pm – 4pm | Scheduled Budget Presentations  
March 3rd – 2pm – 4pm | Scheduled Budget Presentations  
March 10th – 2pm – 4pm | Recommendations  
TBD | Recommendations  
TBD - Finalize Recommendations

Please note that not all departments/programs/units requesting supplemental funds will be asked to present. Presenting to the committee will be based on the S&A Fee Committee's need to gather more information to make an informed funding decision.

FY20 Supplemental Fund Decisions will be made and departments/units/programs notified within three (3) weeks of submitting a Supplemental Fund Request.

Projected Timeline for FY2021 (July 2020 - June 2021) S&A Funding for EWU Clubs & Organizations (C&Os):

LAST DATE TO SUBMIT: Wednesday, April 15th, 2020 at 5pm  
FY21 Budget Review Meetings and Presentation Dates for C&Os: BY APPOINTMENT WITH ASEWU FINANCE COMMITTEE  
FY21 Funding Award Letters Sent: As Awarded

Status: Pending

### Submitted By

Jerry Crowshoe  
[gcrowsho@ewu.edu](mailto:gcrowsho@ewu.edu)  
Feb 06, 2020, 11:55AM PST

## S&A Basic Request Information

### Contact Information [Required]

Please fully complete your contact information.

First name: Jerry  
Middle initial: A  
Last name: Crowshoe  
Email address: [gcrowsho@ewu.edu](mailto:gcrowsho@ewu.edu)  
Phone number: 5093596665  
Address: 706 5th Street  
City: Cheney  
State: WA  
ZIP: 99004

### S&A Funding Guidelines [Required]

I have reviewed, understand, and agree to follow the above.

General Guidelines for Requesting & Spending Funds Awarded updated 12/6/19.

S&A Fees are collected from students for the express purpose of funding non-academic student activities and programs.

Please review the attached link and acknowledge below you have read it.

<https://inside.ewu.edu/policies/knowledge-base/ewu-guideline-502-05-services-activities-fee-guidelines/>

### FY20 and FY21 EWU S&A Budget Planning Guidelines [Required]

As you plan and deliver your budget plans for FY21 and FY22, please use these assumptions and considerations. Please contact Budget Services OR Samantha Armstrong Ash (509.359.7852 or [sarmstrong@ewu.edu](mailto:sarmstrong@ewu.edu)) via phone or email with any questions during this process.

#### Expenditures Assumptions

- Classified base wage increase FY21 is 3%
- Public Service Employees (PSE-Exempt) base wage increase FY21 is 0%
- Faculty general salary increase estimated FY21 is 2%
- Exempt base wage increase estimated for FY21 is 3%
- Benefit increase is planned for FY21 is 2%
- Direct Expense increase FY21 is 2%

#### Historical Analysis

Judy Miller in Student Accounting will be providing you a breakdown of what you have spent in YTD in each budget category. Additionally, she is happy to work with you to review your spending trends from years past.

Consider the accuracy of your budget and changes experienced/planned for your unit.

Be sure to take into account any cyclic expenditure patterns unique to your index such as quarterly expenditure patterns, or cyclic employee costs.

Classified positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE. The department is responsible for funding step increases AND general salary adjustments.

PSE exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

Exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE.

Benefit increases – Increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE

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Anticipated position and benefit increased based on the expenditure assumptions should be reflected as an increase to the direct expense budget. Do not change the total in the individual positions.

#### Other Considerations

Consider possible changes for future years (FY2021 and FY2022):

- Revenue changes based on quantity (enrollment) and/or price
- Salary Increases
- Benefit Increases
- Promotions
- Retirements
- Vacancies
- Change in total number of positions
- Recruitment costs
- Reclassification of positions
- Pool positions for temporary faculty or graduate service appointment funding changes
- Direct expense budget changes (i.e. supply costs increasing or equipment replacement)

The Budget Services team is available for any assistance in the budget planning process.  
Thank you for your contribution to a collaborative budget process.

I have reviewed, understand, and agree to follow the above information in planning my budgets.

### Please select what best represents your request: [Required]

To ensure that you are completing the right process, please select from the drop-down menu below.

[ X ] EWU Department/Program/Unit S&A Funding Request for FY2021 (July 2020-June 2021)

What department/program/club/organization are you requesting for? [Required]  
Simple title/name of your department/program/club/organization.

Eastern Washington University's Native American Student Association

## EWU Department/Program/Unit S&A Funding Request for FY2019 (July 2018-June 2019)

Please provide a brief summary of your department/program/unit and why you are applying for S&A funds. [Required]  
This section should be <200 words.

The Eastern Washington University (EWU) American Indian Studies Program (AISP) serves American Indian/Alaska Native (AI/AN) students interested in a degree from EWU. The AISP provides additional support and opportunities for AI/AN students throughout their collegiate tenure to promote personal and professional growth. Through the AISP's support, EWU has educated and supported a large number of students and many of these alumni have chosen to return and work in their home tribal communities and Native American Student Association. The AISP also works with local and neighboring tribes to inform, promote, and provide recruitment information for AI/AN students to attend EWU to pursue their collegiate and professional aspirations. Staff and NASA students would like to respectfully request monetary funds to support the annual Spirit of the Eagle Powwow which is traditionally held in the Spring of each year.

Did your department/program/unit receive S&A Funding last year? [Required] [ X ] No

If you answered yes to the previous question, please submit the total received in S&A Funding: No answer submitted.

Please enter a number (without any characters) that represents the total funding received for FY2019 (July 2018-June 2019)

What is the total amount of support received annually beyond S&A Fees - on average? Please outline any support you receive beyond S&A Fees. [Required]

Please highlight funding you receive from Generated Revenue (Ledger 2), State Support (Ledger 1), Sponsorship, Fundraising, etc.

We respectfully would like to request the S & A committee to consider in the amount of \$5000 to be allotted to support the EWU Spirit of the Eagle Powwow. The powwow serves as various tools for students such as a community building event, supports the mission of celebrating diversity at EWU, and is a valuable recruitment tool for potential American Indian/Alaskan Native (AI/AN) students. The total budget for the event is \$17,500. Both NASA and AISP work collaboratively to request sponsorship from other local businesses, tribes, and entities to support the powwow. Funds raised outside by local sponsors supports the contest payouts which is traditional and common practice here at EWU. In addition, the EWU powwow committee (comprised of student volunteers) will conduct fundraising activities to garner additional funding support. The S & A funds, if considered, will be utilized to support logistical and contractual line items within the budget such as powwow staff, facility rental, and honorariums for singers and head staff.

Please describe how your department/program/unit has worked to pursue alternate funding sources (non-S&A fee): [Required]

If you earn revenue, please clarify how much of the revenue you earn is from students.

Students from the NASA organization, with oversight and support from staff at the AISP program, work together to raise funds to support the EWU Spirit of the Eagle Powwow. First, donation request letters are sent to numerous businesses, local and neighboring tribes, and entities throughout the northwest which provides different sponsorships levels based on the amount they would like to donate. Many donations are itemized donations (i.e., gift cards, tees, hotel stays, free passes) in which will be used to raise funds through a silent auction. A silent auction, with items group together in packages, are more likely to raise more money than a traditional raffle. The powwow committee will also plan additional fundraising events accordingly, and will continue to develop positive and healthy partnerships with local sponsors to raise funds. Vendors who attend the powwow will also pay a vendor fee, and those funds will also help support both the current and next year's powwow.

Briefly explain how your department/program/unit plans to spend any funding awarded. It is important to note any increases or decreases for FY21 and the reason for these. [Required]

The S & A funds, if considered, will be utilized to support logistical and contractual line items within the budget such as powwow staff, facility rental, and honorariums for singers and head staff. Powwows are traditionally facilitated by a master of ceremonies who facilitates the contest categories throughout each powwow session. Funds will also help contract a local arena director who will monitor the dance floor and dancers, and will also monitor for any traditional ceremonies or practices needed should an occasion present itself (i.e. an honoring, a eagle feather down, and eagle whistle blown). S & A funds will also support logistical budgeted line items such as facility usage, sound and stage, promotion and outreach materials, lodging and travel, and singer honorariums. Funds raised outside by local sponsors supports the contest payouts which is traditional and common practice here at EWU. In addition, the EWU powwow committee (comprised of student volunteers) will conduct fundraising activities to garner additional funding support.

If you are requesting money for salary/wages/benefits, how many FACULTY do you expect to support with the allocation you are requesting?

Please enter the number of faculty. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many ADMINISTRATIVE STAFF do you expect to support with the allocation you are requesting?

Please enter the number of administrative staff. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many CLASSIFIED STAFF do you expect to support with the allocation you are requesting?

Please enter the number of classified staff. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many UNDERGRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?

Please enter the number of undergraduate student staff. If "zero", type "0."

0

If you are requesting money for salary/wages/benefits, how many GRADUATE STUDENT STAFF do you expect to support with the allocation you are requesting?

Please enter the number of graduate student staff. If "zero", type "0."

0

Are there any long-term contracts/obligations associated with this funding request. If yes, please list each obligation and the amount associated with it. If no, please note NA. [Required]

From my understanding there are no long term contracts or obligations. The event is a one-day powwow, possibly two day depending on the money raised. But most contractual staff to MC and Arena Direct the powwow will only require one to two days worth of services.

Briefly explain how you ensure that student fees do not subsidize non-student use? [Required]

The money raised will support the EWU Spirit of the Eagle powwow, which will be promoted as a free student event. The powwow will be heavily promoted throughout campus to engage students. The powwow is openly engaging cultural event, and would be promoted as an event for students to experience to increase their cultural knowledge, cultural awareness, and cultural sensitivity. NASA students, and those involved in the coordination of the event will gain planning skills. This event is also a heavy recruitment tool for local and neighboring tribal mid and high school students. For many of the local tribes, there is a need for a sense of a Native American community that exists within EWU.

Briefly explain how your department/program/unit collaborates internally with departments, programs, units: [Required]

The powwow committee will work with local clubs to highlight cultural diversity experiences during the powwow, and will also work with other various EWU programs and departments on how the powwow can serve as a tool for them. Recruitment and sharing cultural knowledge is key for this event, and if properly funded, the powwow can help other programs share information to current and potential students as a safe and nurturing environment.

Briefly explain how your department/program/unit collaborates externally with outside stakeholders: [Required]

The powwow committee will work with local stakeholders and give them an opportunity to collaborate within the powwow, promote and share resources with students and community members.

Briefly explain how your department/program/unit contributes to the local/regional community: [Required]

The powwow committee works with local and neighboring tribes to collaborate with the powwow such as powwow honoring's and specials. In addition, the powwow will also provide opportunities for resources to share information to students and community members.

Please highlight the impact this department/program/unit has on campus. [Required]

Briefly describe the need for your department/program/unit. How does your department/program/unit support the mission and/or goals of EWU?

The AISP serves AI/AN students in both recruitment and retention, as well as guidance and support to ensure they remain successful throughout their college tenure at EWU. In retrospect, since the Indian Community is "small and close knitted," we want to ensure students tell a positive story to other AI/AN peers and family members which is a huge advocate and recruitment tool for AI/AN students. Stories mold stories, and so we want students past and present to share their stories to future students whether they be native or non-native. The powwow has a potential to be a huge recruitment tool. There are many local tribes that surround the EWU campus, and so enrollment has the potential to be high. This does not include the thousands of enrolled tribal members that live in Spokane County alone. The powwow serves as a visible tool that shows evidence to local tribal students that there is a presence of a support Indian community at EWU in which they can connect to and feel safe with. When powwows are small, or when they are inconsistent, this sends a message of disconnect. The University of Montana has a high enrollment rate with their local tribes that surround them, and their powwow is one of the biggest student-coordinated event in the state of Montana which is called the Kyi-Yo Powwow. This powwow informs potential AI/AN students that there is a strong supportive presence of a Indian community, and EWU has the potential to parallel this success to increase student enrollment from the local tribes around EWU.

Briefly describe how your department/program/unit assesses the effectiveness of your programs/services: [Required]

The powwow committee will gather process evaluation data, and also collect attendance and the # of students interested in attending EWU.

What service indicators (data) are tracked & how is this information collected? [Required]

As of right now, the plan to collect process evaluation data at the powwow via surveys, as well as attendance and demographics through a sign in process is our basic approach.

Based on the data/utilization numbers you collect, please share the number of STUDENTS your department/program/unit benefits/serves annually: [Required]

Please enter the number of students. If "zero", type "0."

100

Based on the data/utilization numbers you collect, please share the number of FACULTY your department/program/unit benefits/serves annually: [Required]

Please enter the number of faculty. If "zero", type "0."

1

Based on the data/utilization numbers you collect, please share the number of STAFF your department/program/unit benefits/serves annually: [Required]  
Please enter the number of staff. If "zero", type "0".

3

Based on the data/utilization numbers you collect, please share the number of ALUMNI your department/program/unit benefits/serves annually: [Required]  
Please enter the number of alumni. If "zero", type "0".

20

Based on the data/utilization numbers you collect, please share the number of EXTERNAL STAKEHOLDERS your department/program/unit benefits/serves annually: [Required]  
Please enter the number of external stakeholders. If "zero", type "0".

0

Please outline the top funding priorities for your program/department/unit: [Required]

Facility usage, head staff, singer honorariums, lodging and travel, promotional and outreach materials, powwow event supplies, stage and sound.

What will the impact be if this request is not funded or fully funded? [Required]

Yes. The funds will most definitely help the powwow with early planning. The more funds allotted, the more we can do such as promotion and event enhancement to increase attendance and quality of the powwow. This would include the number of dance and singing contestants, and the number of other cultural sharing activities. We hope to recruit potential students to EWU, and exercise practices at the event for recruitment and cultural sharing

How does your department/program/unit ensure that you are good stewards of awarded funding? [Required]  
Please outline how you track and manage your budgets to ensure financial sustainability.

Staff from the AISP will provide oversight and closely monitor funds through expenditure tools, and will keep documentation of all expenses or expenditures. Expenses will be used solely for the powwow and students, and all expenses will be cost efficient to maximize the event for students.

Is there anything else you would like the S&A Fee Committee to consider when reviewing your funding request for FY2021?  
If no, please type NA.

The NASA program is a student organization program, and consists of Native Americans and Alaska Native students throughout North America as well as non-Native Americans who show a commitment to support the Native American community. We also work together to support Native American students in their education aspirations and in their college environment. In our efforts to establish a solid foundation of recognition, we continue to participate and sponsor EWU activities and events. We encourage our members and students to be involved in leadership, social, educational, and recreational events. At these events, NASA is proud to recognize Native culture, tradition, and values to increase diversity in classrooms and throughout the campus. I would like to ask for your time and consideration to possibly partner and support our efforts to promote Native American Awareness in our community.

Is your department/program/unit interested in presenting to the S&A Fee Committee? [Required]  Yes

Please select the answer that fits best. Note: While we value all interest in presenting to the S&A Fee Committee, time for all requests to be presented may not be possible. The Committee will schedule departments/programs/units where there are outstanding questions/concerns regarding the funding proposal and, if time permits, schedule departments/units/programs who would like to present where there are no outstanding questions/concerns based on their proposal.

If your request includes funding for staff, please confirm that you have budgeted for all increases, according to the Budget Assumptions outlined, and that number will be included in your Direct Expense figure when you build your budget. [Required]  
Please select the best answer.

Does not Apply