



Annual FY22 EWU S&A Budget Request (Dept/Prog/Unit)

EPIC Adventures

Submitted By: Leah Hillbrand, lhillbrand@ewu.edu on 1/29/2021 10:49:02 AM

[DRAFT]

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 spreadsheet (available [HERE](#)) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to respond to questions that will explain the impact your unit has on the student community, and what you intend to use the requested funds for.

Here are the budget requests currently being accepted for consideration to receive funding.

- FY2022 (July2021-June2022)
- FY2021 Supplemental Budget Request - NOT AVAILABLE

All funding requests must be received by:

Friday, January 29th, 2021 at 5pm

Estimated S&A Fee Committee Schedule:

- End of Jan. | General Committee Introductions and Process Orientation
- End of Jan | Training
- 1st week Feb | Review Fee Increase Proposal
- 3rd - 4th week Feb | Initial Review of FY22 Requests
- 1st - 3rd week Mar | Scheduled Budget Presentations
- 4th week Mar - 1st week Apr | Recommendations
- 2nd week Apr | Finalize Recommendations
- TBD | Funding Proposals Issued to BOT
- 7/15/21 | Funding Award Letters Sent

General Guidelines for Requesting & Spending Funds Awarded:

- S&A Fees are collected from students for the express purpose of funding non-academic student activities and programs.
- Purchases supported by fees must conform to the organization's approved objectives and expenditure plan submitted to the 2020-21 S&A Fee Committee. If you plan to deviate from your approved expenditures, it is required that you notify and request the ability to spend differently from the 2021-22 request and the funds awarded to you based on this request, you will need to come back to the S&A Fee Committee to request permission to re-allocate the funds you were awarded.
- The S&A Fee Committee considers how the last allocation was managed and spent. A well-documented history of prudent expenditures improves the organization's chances for continued funding.
- Expenditures should clearly promote and conform to the University's mission and goals. All purchases should be reasonable and prudent.
- Purchases may not directly or indirectly result in personal material benefit.
- An organization is to discuss all purchases with their designated expenditure or budget authority prior to purchasing items or services. Individuals with budget authority can outline what is allowable and appropriate or indicate a University office for resolution of questions.
- S&A Fees are considered public monies of the State of Washington. Each purchase from an organization's account must be allowable, authorized, recorded, and appropriately used.
- Individual students may not unilaterally make purchases.
- Individuals may not make purchases with personal money and seek reimbursement without prior approval. All University paperwork must be complete and signed by the expenditure authority before purchases occur.
- Contract that require an expenditure of S&A fee monies must be processed through EWU Procurement and Contracts. The organization must not commingle S&A Fee Monies with other types of funds.
- The organization must not overspend S&A fee accounts. The organization must carefully monitor expenditures and allocations.

As you plan and deliver your budget plans for FY21 and FY22, please use these assumptions and considerations.

- Classified base wage increase FY22 0%
- Public Service Employees (PSE-Exempt) base wage increase estimated July 1 for FY22 is 0%
- Faculty general salary adjustment FY22 is 2%
- Exempt base wage increase on July 1st of each year estimated for FY22 at 0%
- Benefit increase is planned for FY22 at 4%
- Direct Expense increase FY22 is 2.4% Historical Analysis

Additional Information

- Judy Miller in Student Accounting can provide you with 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
- 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 Budget Considerations

- Minimum wage increases to \$13.69 on Jan. 2021
- Starting in Sept 2020, L&I will make a cost of living adjustment to min. wage earners and clerical worker. This minimum wage will be announced Sept 30, and take effect on Jan. 2021, and yearly thereafter.

Contacts

- Emily Fitzgerald (ASEWU) – asewufinancevp@ewu.edu
- Judy Miller (Student Accounting) – jmiller62@ewu.edu
- Sam Armstrong Ash (Dean of Students) – samstrong@ewu.edu

For the complete S&A Fee Guidelines, click [HERE](#).

Requesting Organization

EPIC Adventures

Requester's Contact Information

Name

First & Last Name
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Email

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Mailing Address

Administrative Office (Street, City, State, Zip)
150 University Rec Center, Cheney, WA 99004

Budget Request and History

Please complete and submit this narrative along with the budget spreadsheet found [HERE](#). The spreadsheet must be completed and uploaded at the end of

this form.

Please select which represents your request best?

To ensure that you are completing the right process, please select from the drop down menu. If you are requesting both, you will need to submit two separate budget requests (spreadsheet and narrative).

Annual Funding for FY22

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

This section should be <200 words.

EPIC Adventures is a program in Campus Recreation, within the Division of Student Affairs. EPIC Adventures facilitates students' involvement in outdoor adventure education through two primary strategies: guided adventure trips and outdoor equipment rental service. The adventure trip services provided by EPIC Adventures cover a wide range of activities (hiking, rafting, kayaking, skiing, climbing, dogsledding, etc.), duration (half-day, full-day, weekend, expedition), and skill level (primarily serving introductory level activity, but also include a many moderate and advanced trip options) in order to meet the needs of a diverse student population. Services offered by EPIC Adventures increase likelihood for students to be more successful in the classroom through a variety of strategies. First, students who participate in adventure trip programs are more likely to develop a sense of community with their peers, who then can serve as a support system during personal challenges that are commonly experienced by college-aged students. Second, experiences gained during adventure trips are shown to improve confidence and perseverance in the classroom, and beyond. Third, strategies for improved mental health include experiences involving disconnection from personal technology such as cell phones and tablet devices. Lastly, through participation in outdoor orientation programs, students are more likely to experience improved resilience and well-being. 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. EPIC's staff maintain this rental inventory to industry standards, ensuring the best possible experience for students who utilize the service.

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

It is important to note any increases or decreases for FY22, and the reason for these.

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. Staff, faculty, and community members are permitted to rent equipment from EPIC at an unsubsidized rate. Non-Students are prohibited from participating in EPIC Adventures's trips. The awarded funding in wages (for student employees who manage trip registration, equipment rentals, and equipment maintenance) will allow EPIC to hire skilled student staff with qualifications needed to properly maintain equipment. EPIC also is requesting funding to sustain the outdoor equipment inventory. Equipment must be retired based on age, wear and tear, and critical damages. This equipment inventory supports the outdoor trip activities and well as the equipment rental center. Several items are at their retirement cycle, namely downhill skis. The ski inventory is in high demand for rental and trip use, and contribute to EPIC's ability to generate revenue. Other items requested by students have insufficient inventory to meet demand from students, such as rafts, inflatable kayaks and skins for backcountry skis.

Did your dept/prog/unit receive funds in 2020-21 (FY2021)?

Yes

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

Please enter a number (without any characters) that represents the total funding received for FY2021 (July 2020 - June 2021)

180000

Salaries, Benefits, & Wages

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

Yes

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?

If zero, type "0".

20

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?

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?

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?

If zero, type "0".

0

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

If zero, type "0".

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 departments, programs, units?

Be specific, and respond in <200 words.

Sustainability Program (Central Services): EPIC has been working with the Sustainability Coordinator to develop a non-motorized recreation trail system on approximately 130 acres of on-campus property. This development would enable EPIC to conduct skills courses such as cross-country skiing, mountain biking, snowshoeing, hiking, etc. Student Clubs and Orgs: 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. ROTC: EPIC has worked with ROTC to design and implement multi-day technical leadership trainings. These trainings include a skills briefing, followed by technical activities such as canoeing, climbing, backpacking, and orienteering. EWU Athletics: Athletic teams are coming to the EPIC program for specially designed team-building trips such as standup paddle boarding, cross country skiing, rafting and hiking. EWU Spokane: EPIC is working with the EWU Spokane campus to increase involvement with EPIC's adventure trips and gear rental

services. For the past 4 years, EPIC Adventures has hosted the No Mans Land Adventure Film Series on the Spokane campus for EWU students.

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

Be specific, and respond in <200 words.

Washington State Parks: EPIC works with the EWU climbing club to coordinate an annual cleanup of Dry Falls, which is managed by Washington State Parks. This park is heavily visited in the summer months and in need of support with picking up litter and debris each fall. This is community service oriented event, as well as an opportunity for the climbing club to connect with the local climbing community. OutThere Monthly: OutThere Monthly is a local outdoor adventure newspaper which regularly features students, staff, and faculty from EWU. OutThere is a partner with EPIC's No Man's Land film tour event. OutThere helps generate public awareness of EPIC's trips and services, and is an advocate for community involvement in the outdoors. Spokane River Keeper: EPIC annually supports the Spokane River Keeper by participating in the annual river clean up. The Spokane River is the closest whitewater river from EWU, and is the lifeblood for trainings, trips, and rentals during the peak of river season. Bower Climbing Coalition: EPIC participates in the "Crag Cleanup" event promoted by the Bower Climbing Coalition (BCC). The BCC is a non-profit organization based in Spokane that raises funds for the purpose of replacing old and damaged climbing hardware at local climbing sites. Inland Northwest Adaptive Initiative (INWA): EPIC Adventures participates in trainings coordinated with INWA. These trainings include adaptive climbing, nordic skiing, and paddling. Team River Runner: This is a federally supported program to provide adaptive kayaking instruction for veterans with disabilities. Because of the collaboration with EPIC Adventures, and the EWU Therapeutic Recreation academic program, the Spokane branch of TRR has earned the golden paddle award in 2019 through their association. Consistent with S&A funding requirements, each of these partnerships involving non-students are unsubsidized and recover 100% of their operating costs.

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

Be specific, and respond in <200 words.

No-Man's Land Film Tour: The No Man's Land Film Tour is an adventure film tour which includes only films that are directed, filmed, and star females. These films highlight the strength and abilities of female adventurers. This event is intended to connect students with local adventurers in the community. Adventure Trips and Gear Rentals: 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. Inland Northwest Adaptive Initiative (INWA): This partnership has also resulted in a collaborative relationship with INWA for hosting adaptive climbing sessions and adaptive kayaking sessions on campus. EPIC Adventures has recently garnered positive recognition in the Spokane community for our efforts with creating new adaptive outdoor program opportunities for disabled populations, specifically within the disabled veteran community. Our goal is to continue developing adaptive programming for EWU's current and prospective students, and be recognized as a regional leader with these offerings.

What impact(s) does this dept/prog/unit has 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?

Respond in <200 words.

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. EPIC is committed to reaching out to our students through custom group trips with the residence halls, sororities and fraternities, and clubs and organizations throughout the COVID-19 Pandemic.

How does your dept/progr/unit assesses the effectiveness of your programs/services?

Be specific, and respond in <200 words.

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. Fusion is a tool that EPIC uses to collect data on participant involvement. It has the capacity to generate reports that include limited participant demographic data, and reports that help EPIC identify trends participation. This information helps EPIC make informed decisions on changes to trip offerings.

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

Be specific, and respond in <200 words.

Below are the service indicators. Due to incomplete data from Fiscal Year 2020 the compiled data is averaged from Fiscal Years 2017, 2018, and 2019. Total Student Contact Hours (Quarter): (Fall 5,280)+(Winter 7,249)+(Spring 6,687) Total Student Contact Hours (Year): 19,217 Total Trips and Activities Offered (Year): 167 Total Trip Participations (Year): 838 Students Employed by EPIC (Year): 44 Average Hours of Contact Per Participant (Year): 23 Total Number of Adventure Trip Field Days (Year): 194

Financial Responsibility

What are the top funding priorities for your dept/prog/unit?

Be specific, and respond in <200 words.

The greatest barriers for student participation in outdoor activities are cost, equipment, and access. The budget request prepared by EPIC Adventures prioritizes these considerations in order to provide the best possible educational experience to students. 1. Quality Outdoor Equipment - In order to properly manage risks during trips led by EPIC Adventures, the program must have quality equipment. Sub-par equipment, or lack of inventory, can result in compromised risk management practices during adventure trips. 2. 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. 3. 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. As minimum wage has continued to increase, and EPIC's staffing budget has seen reductions, the administrative staff has become dependent on work-study positions in order to remain open for hours that the EWU students have grown to depend on. 4. 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.

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. Be specific, and respond in <200 words.

Fusion (Point of Sale System) = \$3500 per year.

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

Be specific, and respond in <200 words.

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?

Be specific, and respond in <200 words.

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.

Engagement

Based on the data/utilization numbers you collect, please share the number of STUDENTS your dept/prog/unit serves annually:

If zero, type "0"

838

Based on the data/utilization numbers you collect, please share the number of FACULTY your dept/prog/unit serves annually:

If zero, type "0"

10

Based on the data/utilization numbers you collect, please share the number of STAFF your dept/prog/unit serves annually:

If zero, type "0"

20

Based on the data/utilization numbers you collect, please share the number of ALUMNI your dept/prog/unit serves annually:

If zero, type "0"

0

Based on the data/utilization numbers you collect, please share the number of EXTERNAL STAKEHOLDERS your dept/prog/unit serves annually:

If zero, type "0"

130

Confirm and Submit Budget Request

Is your dept/prog/unit interested in presenting to the S&A Fee Committee

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 dept/prog/units where there are outstanding questions/concerns regarding the funding proposal and, if time permits, schedule dept/prog/units who would like to present where there are no outstanding questions based on their proposal.

Yes

Submission Process

1. Upload your budget spreadsheet below.
2. Click [HERE](#) to access and download the budget spreadsheet.
3. Sign this form (below), confirming that the information you've entered is accurate to the best of your knowledge.
4. Scroll to the top of the form, and click the "Submit" button on the upper right corner of the form.
5. The Student Accounting staff will send you a copy of this submitted form (it may take up to a week).

Upload your dept/prog/unit final budget spreadsheet here.*

See link to spreadsheet above.

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Requester Confirmation

By signing, you confirm that the details included in this budget request are accurate to the best of your knowledge, and are fully aware of EWU's S&A Fee regulations

LA