

## Miller, Judith

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**From:** Eastern Washington University  
**Sent:** Tuesday, January 10, 2023 2:04 PM  
**To:** Miller, Judith  
**Subject:** New S&A Funding Request Submission  
**Attachments:** FY24-Budget-Request-Food-Pantry.xlsx

New S&A Funding Request received!

### Requesting Organization

Food Pantry

### Requester's Contact Information

#### Name

Tricia Hughes

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#### Email

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[Map It](#)

### Budget Request and History

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

- [FY24-Budget-Request-Food-Pantry.xlsx](#)

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

FY23 Budget Request

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

The EWU Food Pantry is in Tawanka Hall and open to students and staff for approximately 6 hours per week over two afternoons. 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 student's 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 building across campus (as well as one in the catalyst building in Spokane) which provide shelf stable items That are available as long as the building is open. We hope to increase awareness and student access to the food pantry as staffing and time allow.

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

Awarded funds will be used to cover student GSA tuition waiver and 20/hrs per week in hourly wages including wage increase in 2023. Additional funds will be used to help keep the food pantry stocked and supplied with food above what we receive from donations and partners.

#### Did your dept/prog/unit receive funds in FY23?

Yes

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

35,000

## 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?**

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 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 food pantry 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 also created a collaborative committee on campus called the "basic needs advisory committee" that implements a basic needs resource fair and helps bring different aspects of student basic needs 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. We also work together 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. The Dairy Farmers of Washington to provide dairy products. We are continually seeking outside donations. Through the basic needs resource fair we collaborate with several different local partners to provide information and needed services to students.

**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 other things that matter.

**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 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 200 students per week in 2022. 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. We intend to expand upon this information by finding out how many of these students are new to the pantry each month, and how many are return users. This information is gathered anonymously through a checkout process where students input the weight of the food they are taking into a spreadsheet document located at our exit, they do not provide any identifying information during this process. The Food Pantry plans to begin using the new Eagle Sync in order to track food pantry attendance anonymously and more effectively starting in Winter Quarter 2023.

## 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 to oversee food pantry operations, including volunteers and work student students. This is a student led effort for students. This funding does not go towards any contracts.

### 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. The budget will be managed in accordance with university policy and the same way that all budgets in Counseling and Wellness are managed.

### 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. SA funds do not cover the entire cost of the pantry operations and the few staff that also use the pantry would not be subsidized by these fees.

## Engagement

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

5,000

### 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.

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

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

Due to the increasing cost of groceries, the use in the pantry has increased quite a bit this fall. Last year we averaged about 140 students per week and this fall we were just over 200 students per week. The need for food and other basic needs is high for our students.

## 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.