



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

Office of Community Engagement (Eagle Volunteers)

Submitted By: Brian Davenport, bdavenport2@ewu.edu on 1/29/2021 12:41:52 PM

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

Office of Community Engagement (Eagle Volunteers)

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)

115 Showalter Hall

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.

EWU's Office of Community Engagement connects the campus to the wider community through meaningful, reciprocal partnerships in order to enrich student learning, address critical community need and foster a culture of civic responsibility and community engagement. This includes providing students with opportunities to engage in meaningful service outside of the classroom as well as operating the campus food pantry. While the majority of the funding for our office comes from state support Ledger 1 funds, the fact that we fall under the division of Academic Affairs significantly limits the way we can use that money to support student programming. As a result, we rely on S&A funding to support all of our co-curricular programming for students.

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 Office of Community Engagement at Eastern Washington University connects the campus to the wider community through meaningful, reciprocal partnerships in order to enrich student learning, address critical community need and foster a culture of civic responsibility and community engagement. Because this is our mission and charge, any funds awarded will be spent with these purposes in mind. Specifically, any S&A funds awarded will be spent creating co-curricular service opportunities and partnership for EWU students. This can take many forms and includes support of one day service projects, on going mentoring in the schools, Alt-Break trips and other activities as appropriate. Additionally we spend some of our funds on training, development, and celebration of our student leaders. This year we are asking for additional funds to help purchase food for the WSU/EWU Spokane Food Pantry. The Riverpoint pantry is operated by WSU through their S&A funds. In order for EWU students to be able to access that resource, EWU needs to provide support. We have done this through the purchase of food from our dining that is then delivered to the Riverpoint Pantry. Additionally, anytime the EWU food pantry has extra food, we take it to the Riverpoint pantry.

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)

10300

Salaries, Benefits, & Wages

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

No

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

How does your dept/prog/unit collaborate with departments, programs, units?

Be specific, and respond in <200 words.

The Office of Community Engagement exists to connect the university to the community through service. As a result, we are constantly working across departments and units in an effort to better connect the university and the community. For example, we worked with the Office of Diversity and Inclusion this year to plan and execute MLK Day of service. Additionally, we worked with both SAIL and New Student Orientation to provide Eagle UP!, a day of service for new EWU students. Additionally, we have worked with housing and residence like to connect each residence hall with community partners for service projects throughout the year. We strive to work collaboratively whenever possible and look for new ways to partner with others on campus as we connect students to the larger community.

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

Be specific, and respond in <200 words.

Given that our role is to connect the university to the community through service, we are constantly working with external community partners to plan and offer service opportunities to students. The core that drives our efforts is work WITH community partners to create service activities that are mutually beneficial to both students and the community partner. This ensure that EWU is not using community partners, but rather coming alongside them to provide service and engagement on community identified needs. Some key partners that we often collaborate with are Feed Cheney, Cheney Care Center, 2nd Harvest, and Communities in Schools. This list is by no means even close to exhaustive, but rather intended to show the breadth of the partners we work with. We have well over 100 community partners that we reach out to on a regular basis to see if there are opportunities for us to connect on new or continue existing projects.

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

Be specific, and respond in <200 words.

Our work in the community makes a significant positive impact. Through our work in the community we have helped provide a stable volunteer basis for feeding the hungry, investing in at risk youth, building relationships with the elderly, invested in the future of our planet, and much more. Because our mission is to connect students with the community through service, everything we do is designed to have a positive impact on our community.

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.

Eastern Washington University is committed to developing opportunities for students that are transformative and cultivate "professionally, socially and culturally engaged leaders, citizens and communities." We recognize that community engagement builds recognition, fosters support and expands opportunities for students, faculty, staff and graduates as well as the communities we serve.

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

Be specific, and respond in <200 words.

We conduct post service surveys of both student participants and community partners served. We utilize this data to better plan and execute service projects throughout the year. We believe it is imperative to meet the needs of both students AND community partners, and, as a result, we use survey results to better plan for both groups.

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

Be specific, and respond in <200 words.

We track the number of students that participate in service events in addition to the number of hours served. Additionally, we track the number of community partners served. When distributing food on campus, we collect information on amount of food distributed.

Financial Responsibility

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

Be specific, and respond in <200 words.

1. Prime time mentoring: This program connects over 100 EWU students with 100+ 4-12 grade students in Cheney schools. The focus is on college access. This is a great program that is beneficial to both mentors and mentees. 2. Eagle UP!: This day of service for new students is a great way to welcome folks to EWU while also connecting students to the community. This event also provides a valuable service to our community 3. Food Insecurity: We opened the EWU Food Pantry in 2018 and are looking to expand how we support our food insecure students. Additionally, we partner with a variety of organizations that address food insecurity in Cheney and Spokane and are looking to expand how we connect students to these service opportunities. 4. MLK Day of Service: This is our annual effort to provide students with an opportunity to serve on MLK Day making it a day on instead of a day off. This year we will do this in collaboration with the Office of Diversity & Inclusion 5. In addition to these specifics, we are constantly looking for ways to connect students with the community through service. We hope to continue expanding the opportunities available and to increase our visibility within the EWU community and in Cheney & Spokane

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.

None

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

Be specific, and respond in <200 words.

We are deeply aware that any funds the Office of Community Engagement has are not our funds, but rather money that has been entrusted to us for the service of students, our community and EWU. We take this view regardless of the source of the funds and often ask ourselves, "is this what taxpayers, students, and donors have contributed these funds for?" We are constantly thinking about ways we can better utilize the dollars we have been entrusted with to ensure that we good stewards of what we have been entrusted with.

How will you ensure that student fees do not subsidize non-student use?

Be specific, and respond in <200 words.

We rely on EagleSync for both advertising and sign up for our events. As a result, we are able to ensure that all registered participants are EWU students.

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"

1475

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

If zero, type "0"

20

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

If zero, type "0"

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"

730

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.

[211f9203-8a7e-4de2-9cb2-60f5fa0121cb.xlsx](#)

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

Two handwritten signatures in black ink, one on the left and one on the right, separated by a horizontal line.