

From: [Eastern Washington University](#)
To: [Miller, Judith](#)
Subject: New S&A Funding Request Submission
Date: Wednesday, January 8, 2025 2:55:30 PM
Attachments: [Epic-Adventures-FY26-Budget-Request-Spreadsheet.xlsx](#)

New S&A Funding Request received!

Requesting Organization

Epic Adventures - Campus Recreation

Requester's Contact Information

Name

Matt Melchior

Phone

(509) 359-7920

Email

mmelchior@ewu.edu

Mailing Address

1012 Cedar ST
Cheney, WA 99004
United States
[Map It](#)

Budget Request and History

Attach Budget Request Spreadsheet (found at top of form)

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

Please select which represents your request best?

FY26 Budget Request

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

EPIC Adventures facilitates students' involvement in outdoor adventure education through two primary strategies: guided adventure trips and outdoor equipment rental service. These opportunities create a space for student to create a community, find new passions and recreate in a healthy manner. Our outdoor adventures offer a variety of trips for all students to participate in throughout the year. With the help of S&A funds these trips are more affordable for students to explore. Our student staff members are professionally trained to lead and handle risk for these trips. The students can take these trainings and experiences to enhance their professional careers and outdoor passions. 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.

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

The awarded funds will go towards our Epic Adventure Coordinator's wages and benefits, Student wages, department expenses/staff training, equipment needs and subsidizing our 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. Our largest expense in the department is Wages making up 64% of

the budget. The student wage cost has increased and we are paying our student trip staff based on the hours they are in the field, which caused a large increase in student wages. The next largest portion of the budget at 26% in direct expenses covers our staff training and certifications, travel for trips, and repairs to our buses and mountain bikes. These are all vital in making sure our staff can provide the best experience possible for the students. The remaining budget helps cover equipment updates and other departmental needs.

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

Yes

Please submit the total amount received in FY25.

275,000

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

Increased amount in student wages and total hours due to increases in training and programming. Small increases to help maintain our mountain bike fleet and subsidized costs for trips.

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?

25

How many GRADUATE student employees are being supported by S&A funding?

0

How many CLASSIFIED staff are being supported by S&A funding?

1

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?

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. Epic will also be working with Cheney Parks and Recreation to provide

programming in the community in the summer.

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

Yes, when working with student groups they receive subsidized rates and community groups help generate revenue.

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?

EPIC creates opportunities to enhance the EWU student experience, identify skills and learn strategies to overcome challenges, 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, day and weekend trips, along with partnering with on campus events. EPIC is committed to reaching out to our students through custom group trips with the residence halls, sororities and fraternities, and clubs and organizations.

How does your dept/prog/unit assess the effectiveness of your programs/services and how is it tracked?

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. We are also collecting participation stats through program registration. We are currently showing how participation in recreation can help students be more successful in their academic career

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?

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.

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.

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.

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

The EPIC Adventures budget is monitored by the Epic Coordinator and Campus Recreation Director. We consistently track and document 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?

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 and adventure trips.

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

530

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.

25

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.

3

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.