TO: Services and Activities Fee Committee
FROM: Services and Activities Fee Committee
DATE: Budget Meeting and Questionnaire

The following questions should be submitted to the Services and Activities Fee Committee 48 hours prior to your budget meeting. EMAIL them to asewufinancevp@ewu.edu or deliver them in hard copy to the Dean of Students Office in PUB 320.

These questions provide the basic information for the Committee to evaluate the request. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials which will assist the Committee in its deliberations.

Budget Questions
1. Please provide an explanation of how the program plans to spend the budget in each line item of the SAF Allocation Budget Request Form, including an explanation of increases or decreases from the previous year’s request. Items that are vague, such as “contact services” should be clearly explained.
2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.
3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.
4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?
5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year’s demographics.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income? How much of that revenue is obtained directly from students?

7. Are there any long term obligations associated with this funding request?

8. Was your 2010-2011 S&A Fee allotment increased, decreased or unchanged from the 2009-10 budget? What was the overall impact on your organization and its ability to serve students? How closely did your actual expenditures align with the budget presented to last year’s Committee?

9. What is the impact to service to students if your request is not funded or lowered?

10. What are three new initiatives for future years?

Budget Question Answers:

The amount in column E is July 1 to January 27. It does not reflect total amount spent for 2010-2011.

1. **Revenue**: HOME does three kinds of fundraising. Collecting used and unsolicited books, a bake sale and our annual tea.

   **Personal contract services**: HOME does a fundraiser to raise money for childcare scholarships. Part of the service contract [$450] pays for the musicians and photographer. Another $150 pays for a workshop speaker.

   **Supplies**: include photocopying, printing, crafts, posters, laminating, wrapping paper, cellophane for wrapping bake sale goods, entrance tickets, and many other items that keep our day to day operations running smoothly.

   **Equipment**: HOME has never before been allotted a computer. There is a need for an upgrade. We are asking for two computers so that they will be compatible. Right now students are using the MARS lab to use Creative Suite for making invitations for the tea fundraiser. The process would be much more efficient if that could be done in the office with Women’s Studies Center staff overseeing the process.
Hospitality: During Eagles and Eaglets events, pizza or some other food is served. This is especially important for student parents who because of things like school, conferences, and children’s doctors’ appointments, have extra busy schedules. We have also served hot chocolate on occasion, like at the campus wide trick or treating event.

2. Over 100 students have requested to be on the e-mail list for HOME’s blog. The blog e-mail list also includes staff with a high level of student contact. The blog serves to inform students about upcoming community, campus, and HOME events, scholarships, and community resources, as well as providing a forum for students to leave feedback, make suggestions, and share their thoughts. Approximately 60 families participate in the giving tree. About 30 students attend the tea and faculty sponsor their tickets. Eagles and Eaglets attendance varies depending on the event. With each E&E event we see many familiar faces, but we always see new faces as well, and we are always brainstorming ways to reach students we may have missed. HOME welcomes student families and serves both graduate and undergraduate students. The family events include both two-parent student families and single parent families, although we do tend to see more single mothers who are trying to get an education to improve lives for their children than other categories.

3. This year HOME has three work-study students. The job does require more time than work study allows and usually at least one work study person has to go over the allotted 9-11 hour per week that works study provides. We are asking for an additional 8 hours per week for the coordinator’s position. We have estimated the student coordinator cost at $3306 (10.25 per hour x 8 hours per week for 3 quarters). We also are asking to have that same coordinator work from September 1 to September 20 so that there is time to contact incoming students with dependents and let them know about HOME and its services. We have estimated the September student coordinator cost at $1194 (10.25 per hour x 8 hours per day x 13 days). A third request is for a student ambassador position. This position would be a student who does not have work study and who would talk to faculty and classes about HOME and its services and fundraisers. We estimate this position to be $3226 (10.00 per hour x 8 hours per week x 12 weeks).

4. We gauge our effectiveness by the number of students who come in for services or request being a part of the blog. We receive feedback on our blog, thank you cards from The Giving Tree, and hear directly from students. Our advisory committee consists of community and campus people and serves mostly to help with fundraising for childcare scholarships. They are not involved in this budget process.

5. We just don’t do it. We did not know that was an option.

6. We have several fundraisers. Through collecting used books and a bake sale, we have brought in $705 this year and expect another check for books in February. This money is used when we go over our ASEWU account and for anything that might be questionable as ASEWU expenditures.

7. No, except that we would like HOME to continue as a long-term service.

8. It was slightly less for 2010-2011 and we don’t yet know the impact. Some Eagles and Eaglets events do have to be limited. If we overspend the money comes out of our Clubs and Org fundraiser money. If we under spend [usually because a bill did not come through in time] the
money has been moved into an ASEWU fund or forwarded to the next year. We think we are very good managers of our resources.

9. **If we were not funded, we could not exist.** Everything we do takes money. Student employment has complimented us on the fact that the HOME work-study students get excellent experience for their future jobs. Without a budget, the work-study students would not have the resources to carry out activities.

10. 1] Contact incoming students and continuing students with information about HOME and its services. 2] Contact past HOME students and ask them to share encouragement via the blog. 3] Look for financial management resources for students.

It also should be noted that HOME practices campus and community collaboration. This year we worked with The Tree of Knowledge, ASEWU, The PUB Bookstore, and Dining Services. This November HOME partnered with Alpha Kappa Psi to collect, create, and distribute ten Thanksgiving baskets to students who needed extra help during the holidays. The Annual Giving Tree always requires the support and involvement of the entire Eastern community.

HOME has also worked with CAPS to provide parent workshops. HOME worked with AUAP students, the Harry Potter Club, Eagle Ambassadors, the president’s office, Kiwanis, Circle K, and Women’s and Gender Studies, to complete the Halloween harvest [also known as campus trick or treating] and the carnival.

The fundraisers and events involve collaboration with Beta Theta, Air Soft, HUI-O Hawaii Club, the Academic Support Center, and many departments in Showalter and Sutton Halls. We have also worked with the Unitarian Church, CYT (a local children’s theatre group), Spokane Children’s Theatre, and Cheney Fire Department, as well as promoting local events such as public radio’s Free Kid’s Concerts series and Feed Cheney.

Background:
HOME began in 1986 at EWU as a way to serve student parents. We are a service-oriented program committed to providing a support network for student parents. By providing advocacy, networking opportunities, assistance, consideration of additional time commitments, childcare scholarships, and sponsoring fun events for students and their children, we address the unique needs of the student parent. HOME helps student parents expand their communities while supporting their intellectual journey.

HOME has a 4-pronged focus. We believe that all aspects of HOME contribute toward both campus retention and students having a better experience while they are on campus, and thinking of Eastern as a welcoming place for them and their children. We hear from younger students—not necessarily HOME students, “My mom was a single mom on this campus when I was little.”

1. **Eagles and Eaglets**—activities for students to do with their children. This has included craft projects, outings to Mobius Children’s Museum and Riverfront Park, pizza parties, and a performance of *High School Musical* and *Seussical the Musical*. Our goal is to do provide student parents and their children with two events per quarter. This fall quarter we provided a photo booth, with free Hot Chocolate, after the trick or treating on campus, and a performance of Seussical the Musical at The Bing, along with other Eagle Entertainment activities.

2. **Scholarships**—Twice a year HOME offers scholarships to student parents to help them pay for daycare. One set of scholarships is for fall quarter through spring quarter. Because students coming from community colleges wanted an opportunity to also apply we began offering scholarships for winter and spring. We have a committee of three campus people evaluate the applications. Awards are based on need, grade point average, their letters of recommendation and their own statement.

3. **The Giving Tree**—every year HOME facilitates a holiday giving tree. This helps the students have gifts for their kids during the holidays. 60 families, over 100 children

4. **Other resources**—HOME and the Women’s Studies Center have childcare information, information on other scholarships, community resource information, a blog, and work study positions. HOME through the Women’s Studies Center also serves as a resource for women with dependents needing emergency funds.