TO: Services and Activities Fee Committee
FROM: Office of Student Activities
DATE: February 15, 2011
SUBJECT: Budget Meeting and Questionnaire

Your meeting is scheduled for:
Location:

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.

Salaries: This provides the salary and benefits for the professional and student staff in the Office of Student Activities. Nothing has changed from our request last year.

Other Contract Services: The increase in this line item is reflected in the combining of the Greek Advancement and the Advisor for Campus Programs budgets into the OSA budget. The types of things that we spend money on for contract services are:

- EWU Late Night: Weekend programming for students
- Programming Collaboration with other Departments: We co-sponsor a number of events on campus each year. We continue to get more requests each year.
Greek Leadership Institute: Leadership development opportunity for our leaders in the Sorority and Fraternity Life (SFL) community. Potential costs: speakers, marketing, equipment, food, and promo items.

Student Leadership Conference: One-day conference that serves 130 to 175 students each year. Potential costs: speakers, promo items, marketing, equipment, and food.

Social Justice Education: Provides programming on social justice topics such as poverty, sustainability, education, clean water, etc.

Clubs and Orgs Fair: Provided quarterly to give students the opportunity to discover what clubs and organizations are available on campus. Potential costs: music performers, giveaways, and small snacks.

SFL Programming: We provide programming throughout the year for our SFL community through our building community bridges events. Potential costs: speakers, light refreshments, and educational materials.

Insurance: Liability coverage for the events that our office provides

Greek Photo: Tradition during the start of school that includes all SFL chapters.

Homecoming: T-shirts, performers, marketing, pageant

Family Weekend: Marketing, mailings, performers, giveaways

Travel
- Professional development travel and memberships to national organizations for professional staff.
- Membership for each SFL council to regional association
- Travel sponsorship for student leaders in SFL to attend council or chapter leadership development opportunities.

Supplies:
- Office supplies, printing cost, MARS lab, display board in the PUB, recruitment mailings, homecoming and family weekend mailings, computer or software upgrades, office phones, cell phones, and copier contract.

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.

We currently hand count attendance at specific events that we put on and have been in the process of implementing a scan card ready system that would allow us to obtain demographic information.

Service Indicators from 2009-2010 Annual Report

<p>| Number of sororities and fraternities | 21 |</p>
<table>
<thead>
<tr>
<th>Number of students involved with sororities and fraternities</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of active student clubs and organizations</td>
<td>98</td>
</tr>
<tr>
<td>Number of registered club meetings and events</td>
<td>1296</td>
</tr>
<tr>
<td>Estimated number of student club members</td>
<td>1666</td>
</tr>
<tr>
<td>Student attendance at monthly leadership seminars</td>
<td>8</td>
</tr>
<tr>
<td>Attendance at Eagle Entertainment events</td>
<td>10,000</td>
</tr>
<tr>
<td>Number of programs conducted by department</td>
<td>58</td>
</tr>
</tbody>
</table>

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.

We currently have six student employees: two non-work study positions, three work-study positions (got lucky with this), and one graduate student. All of these students play a critical role in managing our front desk operations, providing social media marketing for our events, and collecting the information provided by sororities, fraternities, clubs, and organizations. It should be noted that these student employees also serve as the front desk staff for all the offices in the Student Life suite.

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?

This is one of the action items we identified in the CAS assessment. We informally get feedback by asking attendees at our events and completing a self evaluation at the conclusion of an event.

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.

Our events are free to students and the marketing efforts will continue to be student focused. If we charge for an event (which is rare), we make sure there is a student discount. For example, for the MMA event last year, we had free tickets for the first 800 students and then provided a discounted rate compared to the community at large fee.

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?

We maximize getting small donations for giveaways for a variety of our events.

7. Are there any long-term obligations associated with this funding request? No
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?

Our budget decreased from the 2009-10. We were able to make adjustments to continue to meet students’ needs because of the carry forward funds from a number of previous years. We will not have carry forward funds available to help offset this decrease in the future.

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

We provide positive experiences for students that directly impacts student satisfaction of their collegiate experience. Our services provide alternatives to high-risk behaviors, educational and leadership development, and guidance to sororities, fraternities, clubs and organizations on risk management practices. Lowering or not funding this request would greatly impact our ability to provide for students a positive and developmental learning experience outside of the classroom. Additionally it would impact the student retention efforts of the university.

10. What are three new initiatives for future years?

1.) Enhance infra structure of SFL and clubs and orgs
2.) Continue building the leadership development program and the social justice initiative
3.) Develop clubs and organizations advisor training

11. Will you be purchasing T-Shirts and Clothing?

We will be purchasing T-shirts/clothing for marketing our events and office.