

Dear Services and Activities Fee Recipients,

Attached to this email you will find the S&A Fee Committee schedule for the next 3 years of Base Funding Program Reviews. Please make note that the reviews will begin starting next month, January 2014, for this year's reviews. The Committee is very excited to hear from you all and start the review process. The committee hopes that site visits can be arranged through the year and will be contacting you individually regarding site visits.

The review process is a chance for your organization to share a bit more detail on the specifics of your program with the S&A Fee Committee. It is the hope of the Committee that this process can be a learning experience for both the provider and the S&A Fee Committee members. The Committee wishes to get to know your organization better and to understand the services and programming offered in your area of specialty.

The Monday prior to your scheduled review meeting with the Committee, please provide the following information via email to Joey Bryant ([jbryant@cwu.edu](mailto:jbryant@cwu.edu)):

1. Budget #, Program name, location of program and contact information, including Director's name.
2. Please provide a breakdown/accounting of the goods and services portion of your budget for the past couple of years. The Committee would like to get an idea of how you are spending your S&A funds in the spirit in which they were requested.
3. Please provide an organizational chart of your specific area.
4. Please list all funding your area receives and the source of the funding.

Please include the information below in your presentation during your scheduled review meeting with the S&A Fee Committee:

1. How many years have this program received S&A Funding?
2. How many students does this area employ?
3. What is the prevailing wage paid to student employees?
4. Help us understand how you decide which program or services to offer students
5. How do you solicit student input for program/service direction and growth?
6. Share how you have collaborated with other areas in support of student programming or services.
7. Share with us your student learning objectives for employees and for the program attendees if applicable.
8. How many students do you serve or what is your best estimate? (Unduplicated count please)
9. How do your program goals support university goals?

The S&A Fee Committee is looking forward to hearing from all of you soon. Reminder emails will be sent out the beginning of each month to those programs that are scheduled to present that month.

If you have any questions or require any assistance in preparing for the Base Funding Program Reviews, please do not hesitate to contact the S&A Fee Committee Advisors: Joey Bryant (x1515) or Sharon Jonassen (x3061).

Sincerely,  
Joey Bryant

**Joseph Bryant**

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