



Dear S&A Funded Groups – 2021-2022

We want to welcome you all and hope that your academic year is off to a strong start! I know it has been a busy time as we are all transitioning and adjusting to things this year. While we all know how big of a transition this can be for our students, we want to recognize that the past 18 months and the environment we are still in is one that has taken its toll on all of us in varying ways. We hope that you all are being mindful to practice self-care and reaching out if you need it. In order for us to be here and present for our students in the important work that we do, we need to make sure that we are taken care of each other and ourselves as well.

On the S&A side of things, I want you all to know that we are getting ready to get things started for the year. We are still waiting on student appointments to the committee, but will be moving forward with training the committee and start meeting as soon as those positions are appointed. Follow recommendations from the committee and a number of stakeholders, the committee will continue to be meeting remotely via Zoom for our meetings this year.

We are returning as advisors to the committee this year and are fortunate to have Haley Rinehart joining us as our committee secretary. As a reminder, the S&A Fee Committee reports to the Office of the Dean of Student Success.

One of the most important goals we continue to strive towards as a committee is effectively communicating with our constituents and the campus community at-large. This includes the demeanor we carry when groups present to us, the way we respond to individuals requesting funds, and always remembering the purpose of the S&A Fee Committee. We stress these goals with the committee during training and throughout the year. Our role is to work together with students, faculty, staff, and the administration to accomplish our goals collaboratively. While we continue to adjust to the environment and needs around us, we believe that we will have a successful year if we continue to maximize the funding given to support students and to work closely with all of our stakeholder groups.

We welcome you all to take a look at our website at [www.cwu.edu/services-activities](http://www.cwu.edu/services-activities). The site will be updated to reflect this year's committee membership once those positions are appointed; however, the S&A Fee Committee procedures and guidelines are still available, along with past meeting agendas, minutes, and funding requests, all of which are useful resources to assist you throughout this year.

**Housekeeping Items: Annual Reports are a requirement of receiving base funding. Each year the report is due by December 1<sup>st</sup>.** The reports are forwarded to the Dean of Student Success Office and posted on our website for members of the committee and the public to review. All base funded groups are required to complete this report. You all will receive additional information regarding the annual reports from Lacy and SURC Accounting later this quarter.

Please remember that the use of S&A funds, although subject to the same state and university record keeping requirements, have different use guidelines than other funding sources. We have reference material and the RCWs available on our website. In addition to these guidelines there are numerous letters of opinion and court cases that have helped shape and clarify the appropriate use of these funds. If you need any assistance in determining the correct use of funds, please contact Lacy or myself for additional assistance.

Thank you for your commitment to student success. We look forward to partnering with you throughout another great year. If you have any concerns or questions, feel free to contact either of us directly.

Sincerely,  
Joseph Bryant, Executive Director of Student Rights & Responsibilities  
S&A Fee Committee Co-Advisor

Lacy Lampkins, Student Funds Financial Manager  
S&A Fee Committee Co-Advisor

**Services and Activities Fee Committee**

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