

## S&A Annual Financial Report Questionnaire

1. Please provide an explanation of how the program plans to spend the budget in each line item of the Annual Financial Report. Items that are vague, such as "contract services" should be clearly explained. Please include an explanation of increases or decreases from the previous year's expenses.

**Wages and benefits: There will be a salary savings until we can fill the Outreach Recruiter vacancy. This has been communicated to Lacey Lampkins and we anticipate on hiring someone at earliest by March 16, 2020. There may be an increase for the month of January due to payout.**

**CWU-Goods: We anticipate spending our forecasted amounts to support our Translating Military Experience workshop, Potential Veterans Book Club, and End of the year Veterans Graduation & SALUTE Induction event. Our student lounge TV streaming service (Sling) is funded through this line.**

**CWU-Supplies: This line has been utilized to make improvements to the Veterans Center Student Lounge. We also purchased supplies to continuously update our bulletin board. We anticipate expenses for mailing out hard copy invites for end of the year event.**

**CWU-Repairs/Maintenance: This supports events that we host in the SURC for cleaning/set-up costs.**

**CWU-Program: We were able to pay a site fee for Vet Corps which affords us a Vet Corps Navigator throughout the year. This includes all our direct programming efforts. Examples of this are Veterans Welcome Back Event, RED Week in November, Translating Military Experience Workshop, and End of Year event. We also host speakers to visit campus.**

2. What was your fund balance at the end of the year? If positive or negative, please provide a detail explanation.

**FY19 \$25,694.92**

3. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. Please list all funding received for this program and the source(s) of the funding.

**Yes, we have submitted a budget allocation request in the past. We also do our best to collaborate with other departments to offset direct costs.**

**148 – We receive funds from the VA as a result of processing individual students benefits to the VA. This is a small amount of money that covers most of our operating costs.**

**149 – Primarily funds salary for staff and travel for recruitment efforts of the Outreach Recruiter.**

**We also manage Gold Star Family state appropriated funds allocated for a specific group of**

students.

**522- S&A.**

4. Are there any long-term obligations or contracts associated with this funding request?  
**There are no long-term contract or obligations associated with S&A funding.**
  
5. 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.  
**Yes, we hire one student annually through S&A funding. This is in partnership with the Washington Department of Veteran Affairs through a program called Vet Corps. We pay a site fee and employ a Vet Corps Navigator from September through June. Institutions are required to apply to be selected for the opportunity to employ a Vet Corps Navigator. More information on the program can be located at <https://www.dva.wa.gov/program/vet-corps>.**

**In addition, we have a total of three full-time professional staff along with 3-4 other VA workstudy students. The VA workstudy program is federally funded and allows us to have numerous student employees without putting a strain on any CWU budget. More information can be found at <https://www.benefits.va.gov/gibill/workstudy.asp>.**

6. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics as applicable.  
**The majority of our students are attending the Ellensburg campus and visit our student lounge throughout the quarter/s. We track students through a swipe login method at our front desk. During the fall 19 quarter we had a total of 550 visits.**

**We also do our best to track our students that attend events hosted by our department. The attendance varies based on event.**

7. How do you assess the effectiveness of the services and activities you provide to students? Is student input collected and used in this process?  
**Annual assessment is being updated and finalized with the help of our Veterans Advisory Board. This will allow our department to get feedback from students. Target timeframe to send out survey is spring 2020. We have used student input and will continue to incorporate this feedback in our process.**
  
8. Does your program have an advisory committee? If so, in what capacity is it involved in your budgeting process?  
**Yes, we have a Veterans Advisory Board. The group provides advocacy and recommendations to the department in support of our student veteran and their families.**
  
9. What would be the impact to students if this program's funding were increased by 15-20%? What would be the impact to students if this program's funding were decreased by 15-20%?  
**Based on past years, we have ended the year with a surplus. This allows us to co-sponsor other events on campus that serve our student population and we are doing our best to be good stewards of the funding. We have also gone through transition in our Outreach Recruiter position which constrains our department from sustaining our programming efforts.**

**A decrease by 20% annually could still sustain our programming efforts but could constrain us from creating new initiatives or programming. We would also be limited on co-sponsoring**

**other events/programming.**

**We would need to evaluate our spending before requesting additional funds. At this moment, it's difficult to say how we could manage a 20% increase.**

10. What are your program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?

**Learning and Service Outcomes:**

**1. Students that complete the canvas course orientation will better understand how their benefits are processed at CWU:**

**o Within our VC canvas course each chapter of benefits will have a presentation and a post quiz to measure the student comprehension – CAS 2.2/knowledge acquisition**

**We will assess this through a post canvas quiz. If necessary, presentation will be reformatted so that students can retain and learn information better.**

**2. Students who interact with the Veterans Center will be guided through the process of seeking financial assistance e.g. VA Education Benefits, Financial Aid, General Scholarship Application:**

**o We will share information on VA Education Benefits and encourage students to apply if eligible -CAS 2.2 & 8.1**

**A query can provide us a list of students we serve who have not applied for financial aid or general scholarship application. Outreach can take place and we can track how total percentage of students who apply.**