Service & Activities Fee Base Funding Request Form

Office for Student Involvement

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2026-2029 Service & Activities Fee Base Funding Request Form

Program/Department Name

Office for Student Involvement

Program Manager

Veronica Gomez Vilchis

Do you currently receive S&A Base Funding?

Yes

How does the program support the University's Vision and Mission?

https://www.cwu.edu/about/mission-vision/

The Office for Student Involvement directly aligns with CWU's vision and mission by fostering a sense of belonging and engagement, one of the core values in the university's strategic plan. This request supports funding for essential personnel, including the Secretary Supervisor and the Clubs Coordinator (both reporting to the Director), as well as critical operational needs such as utilities, supplies, travel, and equipment. The Secretary Supervisor oversees the daily office operations of two key offices: the ASCWU office and the SLICE office. This role manages and mentors four student employees, providing valuable professional development opportunities in a collaborative office setting. These experiences prepare students with skills applicable to their future careers. The Clubs Coordinator is integral to supporting over 100 registered student organizations and clubs. This position ensures that students have the resources, training, and support necessary to lead their organizations effectively. By facilitating these opportunities, the Coordinator helps create environments where students connect with peers who share similar interests, fostering a strong sense of belonging and active engagement in campus life. These roles and resources are critical in driving student involvement and directly contributing to CWU's mission of empowering students to achieve their educational and personal goals.

How does your request support current CWU students?

The Office for Student Involvement offers students leadership, community-building, and personal growth opportunities. The Clubs Coordinator supports over 100 student organizations by assisting with recognition, recruitment, event planning, travel, and organizational development, fostering vibrant and inclusive communities. They also advise the student-led Funds Council, which reviews and allocates club funding. Partnering with the Secretary Supervisor, they ensure efficient fund processing. Regular training and handbook updates provide students with the tools to manage their organizations effectively, enhancing engagement and fostering a strong sense of belonging at CWU.

What metrics or assessment do you have (or intend to have) to measure the success of your program?

The Office for Student Involvement uses innovative tools to measure program success. Currently using Presence software and transitioning to Suitable in February 2025, the office tracks event registration and attendance. Suitable will improve the student experience by streamlining form management, member communication, and event promotion while enabling staff to collect data on student activity, demographics, and engagement. Surveys via Qualtrics provide additional insights into engagement and learning outcomes. Tracking active clubs, participation rates, and activity feedback helps gauge impact and identify improvements. These metrics support a data-driven approach to enhancing engagement and belonging at CWU.

Is this program associated with enrollment in academic course or academic credit?

No

Identify your S&A funding category?

Support Costs for Student Activities & Programs

Student Clubs

Did any organizational changes occur in your previous quadrennial in comparison to this quadrennial ask?

Yes

If yes, please explain organizational changes

All student salaries were moved to the SLICE budget to have centralized budget for student wages.

Current Annual Report*

Submit Base Funding Budget Form and Organizational Chart*

located: https://www.cwu.edu/about/offices/services-activities/resources/index.php

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Additional Documents (optional)*