

SERVICE & ACTIVITY FEE ANNUAL REPORT

FISCAL YEAR 2024

Program Name: University Centers – Student Ambassadors

Program Manager: Kurt Kirstein

- 1. Please list any S&A funded position that have been vacant longer than one (1) month. If any vacancies exist, please explain how you utilized the funds and what your long-term plans are for the position.**

There were no vacancies for FY24. Student Ambassadors worked a total of 3,944 hours in FY2024 at the Des Moines, Lynnwood, Pierce, Yakima, Wenatchee and Moses Lake campuses.

- 2. Please provide an overview of the student-centered programming provided, i.e. type of programs, milestones, number of students impacted, and how they benefited.**

These funds are distributed across six of the eight university centers and sites to employ Student Ambassadors. They engage in outreach to host campuses by providing community college students with information about programs and services. Their responsibilities also include marketing the centers through social media maintenance, assisting with updates to the center website, conducting in-classroom presentations at host colleges to promote CWU, and participating in tabling and outreach activities on host college campuses. Student Ambassadors are also responsible for welcome and reception duties at our center locations.

Student Ambassadors encourage online and center students to participate in New Student Orientation, information sessions, and events and activities organized by Student Life. They also promote and participate in special campus projects and events, collaborate with CWU International Programs to connect with prospective students, and build peer-to-peer relationships to provide a student perspective and point of view. Additionally, they perform errands, office duties, and other projects as needed.

Key milestones for the Student Ambassador program include increasing the number of interest cards submitted by prospective students to Admissions, boosting the number of online students who visit or utilize the centers, and enhancing CWU's visibility at partner locations. The Student Ambassador position is one of only two employment opportunities available to center and online students, many of whom are international students with limited employment options.

- 3. Please provide a detailed explanation of any fund transfers from one service and activities fund budget to another.**

The entire budget of \$57,064.00 was used to pay salary and benefits for our Student Ambassadors. Please also see response to #4.

4. Please provide an explanation for any positive or negative fund balances at year end.

At year-end \$7,873.00 in salaries and \$229.00 in benefits expenses were moved to our other 482000/522/850/1302330 – Centers Student Activities budget to keep this fund from having a negative ending balance and to utilize salary savings in that fund. So, total spending for Student Ambassadors was \$63,679.00 in salaries and \$1,486.00 for benefits.

**Service & Activities Base Funding
Financial Overview**
For the month ended September 30, 2024
 Department: University Centers
 Student Activities
 No Component
 As of 10/22/24

| | FY22 Actuals | FY23 Actuals | FY24 Actuals |
|--------------------------------------|---------------|-----------------|---------------|
| Revenues | | | |
| CWU-Allocation (Revenue) | 60,234 | 57,064 | 57,064 |
| Total Revenues | 60,234 | 57,064 | 57,064 |
| Transfers | | | |
| CWU-Transfer (Intra-Fund Out) | 0 | (42,623) | 0 |
| Total Transfers | 0 | (42,623) | 0 |
| Expenses | | | |
| CWU-Student/Temporary/Overtime | 17,338 | 55,555 | 55,806 |
| Total Salaries | 17,338 | 55,555 | 55,806 |
| CWU-Benefits | 446 | 1,335 | 1,257 |
| Total Salaries & Benefits | 17,785 | 56,890 | 57,064 |
| CWU-Program | 0 | 0 | 0 |
| Bad Debt | 0 | 0 | 0 |
| Total Goods & Services | 0 | 0 | 0 |
| Total Expenses | 17,785 | 56,890 | 57,064 |
| Net Resources | 42,449 | (42,449) | 0 |
| Projected Beginning Fund Balance | 0 | 42,449 | 0 |
| Projected Ending Fund Balance | 42,449 | 0 | 0 |