August 2, 2021

Dear WSU Global Campus S&A Fee Applicants,

Welcome to the S&A Fees hearing and allocation process to request funding for Academic Year 2022-23 (FY 23). This application packet is intended to serve as a guide to help streamline the application submission process and to inform you of the procedures the committee has implemented for this year.

The WSU Global Campus S&A Fee Committee hearings and deliberations are designed to provide services and programs for WSU Global Campus degree-seeking students. Included in this packet are instructions on how to complete your application. Please consider the following key points before sending in your submissions:

1) **All S&A Fees presentations must be made by a WSU Global Campus advised student.**
   In effort to make sure the funds allocated will benefit WSU Global Campus students, the group requesting funds will need to show student interest in the organization and demonstrate student involvement in decision-making throughout the organization. The Advisor, Director or other designee may answer questions on behalf of the organization following the initial student presentation.

2) **The Advisor/Director or their designee must sign the application and be present during their scheduled time at the hearings.**
   The advisor must be prepared to expand on the student’s presentation if needed, and should be prepared to answer questions the committee may have related to their service and/or program.

3) **Please include as much detailed information with your application packet along with supporting documentation.**
   Be sure to include how your program and the funds requested will directly benefit and impact WSU Global Campus degree-seeking students.

4) **Each group will have 20 minutes, which includes Q&A time, to present their proposals during the hearings.**
   Each group will be contacted with their presentation time after the application deadline. Please plan to arrive 5-10 minutes prior to your scheduled time.

If you have questions about this year’s S&A Fees process, please contact Aly Kincaid, Global Campus’s director of administrative services at aly.kincaid@wsu.edu or (509) 335-6841. The committee wishes you the best as you prepare your applications and look forward to hearing from you at the hearings.

Sincerely,

Bethany Hackbarth
2022-23 Global Campus Resource Allocation Committee Chair
2022-23 Global Campus S&A Committee Member
WSU Global Campus
S&A Fee Application Process for
Academic Year 2022-23
Application Deadline: March 7, 2022 by 5:00 PM PST

Hearings will be Monday, March 22nd from 1:00 pm – 4:00 pm PST via Zoom
(https://wsu.zoom.us/j/96132519234?pwd=OXNITTRReW5SWjZjQmg0aOlizWVJYz09)

Deliberations will be Friday, March 25th from 10:00 am- 1:00 pm PST via Zoom
(https://wsu.zoom.us/j/94508660364?pwd=NkN5aitqREVvZWVvNFDOR1VNUU1iZz09)

APPLICANT DIRECTIONS:

Please answer each of the following questions completely. Please clearly identify which question is being answered. Your application should not exceed the information specifically requested.

Please submit the completed application as an attachment to an email to Aly Kincaid at: aly.kincaid@wsu.edu. Ms. Kincaid will send a confirmation email acknowledging the receipt of the application by the end of the day on Monday, March 7, 2022. If you do not receive a confirmation email by the following day, please contact Aly Kincaid immediately at (509) 335-6841.

S&A Fees are allocated for the express purpose of funding student services and activities and are not for the direct support of academic programs. State law requires that if programs funded are devoted to political or economic philosophies, then a spectrum of ideas shall be presented. Other criteria for awarding funds are:

- Providing a student environment, which contributes to cultural, social and growth for WSU Global Campus degree-seeking students;
- Providing services/activities and facilities that are otherwise unavailable; and,
- A reasonable balance between events for WSU Global Campus students aimed at attracting the highest student attendance and events aimed at specific community and/or cultural events.
- The funding awarded to a group must be available, directed and marketed towards WSU Global Campus students.

Written Proposal

Please provide answers to the following:

1) Name of the organization applying for funding.
2) Name of officers and representatives of organization who are to be notified of the decision for your group. Please include name, title, phone number and email address.
3) Please give the name, phone number, and email address of the student who will be presenting during the deliberations. Your proposal MUST be presented by a student.
4) WSU Workday Program Number. If your organization does not have a program number, please note that on your application.
5) Describe the services and/or activities that will be provided for WSU Global Campus students with the funds if awarded. Please be as detailed as possible.

**Budget Template**

Please use the Microsoft Excel budget template provided by the Committee to show your budget for this current year and your request for next year.

Please prepare a budget that supports the services and/or activities that will be provided. At the top of the budget template, include your group name and the account which has been used for your allocation in the past (if applicable).

**Proposal Presentation**

You will be contacted with your Zoom presentation time once your completed application has been submitted. If you have specific time constraints, please notify Aly Kincaid. She will do her best to accommodate your schedule if possible.

**It is REQUIRED that a current WSU Global Campus degree-seeking student present on behalf of your organization during the S&A Fee deliberations.** Twenty (20) minutes, which includes Q&A, is allotted to each organization to present a proposal and field questions. Your time will be kept, and you will be notified once twenty minutes has been reached. Hearings and Deliberation hearings will be conducted through Zoom.