Academic Year 2024-2025 Services & Activities (S&A) Fees Application Packet

|  |  |
| --- | --- |
| Name of Organization | [Department Name] |
| Student Representative | [Student Name & Email] |
| Staff Representative(s) | [Staff 1 Name, Title & Email]  [Staff 2 Name, Title & Email – Delete if N/A]  [Staff 3 Name, Title & Email – Delete if N/A] |

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# 1.0 Overview of Organization

Provide an overview of your organization and how you are well positioned to affect a positive change for WSU Global Campus students through your involvement with the S&A program.

[Add text here]

# 2.0 Prior Year S&A Program(s) Accomplishments

If applicable, provide details on how any S&A funds awarded to your organization in the previous year were used. Focus on the impact they had on WSU Global Campus students. If any initiatives were unable to be accomplished as proposed, explain the reasoning behind that.

[Add text here]

# 3.0 Proposed S&A Program(s) for Upcoming Year

Describe the services and/or activities that will be provided for WSU Global Campus students with the funds if awarded. Be as detailed as possible.

[Add text here]

# 4.0 Budget Justification

Provide additional detail for the expenses within each budget category in your S&A Proposal Budget and articulate the need for the items/expenses listed. The explanations should focus on how each budget item is required to accomplish the proposed services and/or activities for the year.

Personnel (Includes Salaries/Wages/Benefits/Mod Fee)

[Enter Amount Requested from S&A Budget Template File]

[Add justification text here or delete section if N/A]

Goods & Services

[Enter Amount Requested from S&A Budget Template File]

[Add justification text here or delete section if N/A]

Stipends

[Enter Amount Requested from S&A Budget Template File]

[Add justification text here or delete section if N/A]

Travel

[Enter Amount Requested from S&A Budget Template File]

[Add justification text here or delete section if N/A]

Equipment

[Enter Amount Requested from S&A Budget Template File]

[Add justification text here or delete section if N/A]

Total Amount Requested

[Enter Total Amount Requested from S&A Budget Template File]

# 5.0 Acknowledgements

S&A fees monies are to be spent in accordance with the approved budget requests. University personnel who manage and spend S&A fees monies are obligated to follow relevant WSU policies and procedures. By signing below, you attest to having read [Services and Activities Fees – A Spending Guide for Advisors, Staff, and Students](https://policies.wsu.edu/prf/services-and-activities-fees-brochure/) and agree to be responsible for spending the awarded funds in an acceptable and appropriate manner, following state of Washington and Washington State University guidelines.

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| --- | --- | --- |
|  | **Area Finance Officer or Equivalent** | **Program Manager** |
| **Name** |  |  |
| **Title** |  |  |
| **Signature** |  |  |
| **Date** |  |  |