

BUDGET PROPOSAL CONTACT INFORMATION

Department Name:

Create Date:

Due Date:

Submitter Name:

UW Email Address:

Phone Number:

Department Head Approval:

Department Head:

Requested Amount:

Departmental Information

STUDENT UTILIZATION

The campus pantry is an essential support resource for our students as we work to mitigate food insecurity. Currently, the Pantry food purchases happen with donor money, and to make sure that the Pantry is accessible to all students, we need a trained staff to run it. This proposal is for a FT professional staff person (PIC for all food safety requirements), and student staff who are the face of the Pantry. Our goal is to maximize the number of hours we can offer access to a much needed food source. Our current plan is for the Pantry to be open for a total of 1290 hours in an academic year. As our Pantry Assistants are students, we need to take into account student class schedules. This proposal is taking into account all this information.

CORE VALUES/MISSION ALIGNMENT

Enhancing Student Wellbeing:

The Pantry is an effort to expand student support ecosystems. The alignment of the Pantry and Office of Student Advocacy and Support (OSAS) within Student life will allow for wrap around and more sustainable supports for students experiencing extreme food insecurity. We know from our case managers in OSAS that many of the students seeking assistance from that office are experiencing sustained food insecurity. Providing access to nutritious ingredients for meal preparation is one way to boost wellbeing so students can continue to succeed academically.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

Goals for 2025-2026:

1. Be able to be open to students 4 days/week, at times that students are most on campus and during hours that are most convenient for students (Husky hour etc.). SAF funds are utilized strictly for staffing purposes.
2. Continue to provide nutritious ingredients for students to prepare meals for themselves. This is to supplement what they are able to purchase at grocery stores and markets. We will continue to provide set items that make it easy for a student to know what they can get from the Pantry, so that it is easy for them to know what they will need to purchase. We will always have the following items: pasta, rice, assorted beans, canned tomatoes and meats/fish, cereal, oats, milks (dairy and alternate), onions, potatoes, lettuce, peppers, cucumbers, seasonal fruit, assorted spices, frozen chicken and halal ground beef, personal hygiene items (toothpaste, soap), and menstrual products.
3. Partner with Advancement to continue to identify donors who are passionate about reducing food insecurity for college students - donor money is what purchases the food that we supply.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

Student Life became the stewards of the Pantry at the start of Summer quarter 2024. With the change in staffing within the CEI, and move of files, we do not at this time have access to previous usage data (in fact, SAF may actually have the old data within their files, and if it can be shared with us it would be much appreciated). Using a check-in system within Qualtrics, these are the numbers we have:

24 Sept 2024 - 31 Jan 2025:

2550 students visited the Pantry.

The Pantry uses donor money to purchase all food, and for this same time period we have spent \$23946 on food. Currently, the Pantry is authorized to use Costco (authorized by EH&S for all refrigerated perishable food items), Fred Meyer, and US Chefstore to make food purchases.

COLLECTION OF FEEDBACK & IMPROVEMENTS

We use a Qualtrics form for students to check-in at the Pantry. This allows us to track usage. We do not track unique user numbers as this is not an important part of the information we need to grow our program. One of the questions we ask is if the Pantry is helpful. Here is what students had to say:

SERVICE BENEFITS TO STUDENTS

Staff Budget Requests

Category	Details	Amount Requested
Classified Staff ²	Maximum Pantry Manager position pay will be \$5532/month. This is negotiable when we hire the new staff member (offer range of \$5100 - \$5532) E001	
	Classified Staff Wages:	\$66,400
	Fringe @ 30.3%:	\$20,119
Student Staff ³	This is for 5 student staff each working a total of 260 hours in the year at \$18/hr. We need 5 staff as class schedules have an impact on operation hours for the Pantry E002	
	Student Staff Wages:	\$23,400
	Fringe @ 23%:	\$5,382
PERSONNEL TOTAL:		\$115,301

Other Budget Requests

Category	Details	Amount Requested
Food	To provide lunch on training and Pantry cleaning work days (this happens two times per year for large scall cleaning, and training on food safety and Pantry operations) S001	\$200
SUPPLEMENTAL TOTAL:		\$200

PERSONNEL TOTAL:	\$115,301
SUPPLEMENTAL TOTAL:	\$200
COMPLETE PROPOSAL TOTAL:	\$115,501

Supplemental Documents