

University of Washington, Seattle Services & Activities Fee Fiscal Year 2026 Budget Request

UW Food Pantry

Unit Leads

Chris Jaehne

Special Assistant to the Vice President for Student Life

UW Food Pantry Staff Director

Rachael Carter

UW Food Pantry Student Director

Contributors

Angelina Durbin

UW Food Pantry Food Recovery Coordinator

Maggie O'Brien

UW Food Pantry Social Media Coordinator

Joy Jung

UW Food Pantry Education Coordinator

Josephine Stenn

Budget Request Highlights

Our unit's request in FY22 was **\$50,564** and our award was **\$50,564**.

Our unit's request in FY23 was **\$76,013.00** and our award was **\$76,013.00**.

Our unit's request in FY24 was **\$87,643.00** and our award was **\$87,643.00**.

Our unit's request in FY25 was **\$106,744** and our award was **\$106,744**.

Our request for FY26 is **\$193,864** which represents a **81.6% (\$87,120)** from FY25.

Standard Wage and Benefits

\$186,364

88% Increase in wages from FY25: (see charts below)

F25 Proposed Staff Wages and Benefits		Wages	Benefits	Total
	\$26/hr x 19.5hr/wk x	\$26,36		
Pantry coordinator (student director)	52wk/yr	4	\$5,457	\$31,821
	\$23/hr x 15hr/wk x	\$17,94		
Pantry food drive coordinator	52wk/yr	0	\$3,714	\$21,654
	\$23/hr x 15hr/wk x	\$17,94		
Pantry food recovery coordinator	52wk/yr	0	\$3,714	\$21,654
	\$23/hr x 15hr/wk x	\$12,42		
Pantry social media	36wk/yr	0	\$2,571	\$14,991
	\$21/hr x 10hr/wk x			
Pantry education coordinator	36wk/yr	\$7,560	\$1,565	\$9,125
Total		\$82,22	4	\$17,020
				\$99,244

F26 Proposed Staff Wages and Benefits		Wages	Benefits	Total
	\$26/hr x 19.5hr/wk x	\$26,36		
Pantry student associate director	52wk/yr	4	\$5,457	\$31,821
	\$23/hr x 15hr/wk x	\$17,94		
Pantry food drive coordinator	52wk/yr	0	\$3,714	\$21,654
	\$23/hr x 15hr/wk x	\$17,94		
Pantry food recovery coordinator	52wk/yr	0	\$3,714	\$21,654
	\$23/hr x 15hr/wk x	\$12,42		
Pantry social media	36wk/yr	0	\$2,571	\$14,991
	\$21/hr x 10hr/wk x			
Pantry education coordinator	36wk/yr	\$7,560	\$1,565	\$9,125

		\$66,00		
Pantry Director (professional staff)	\$5500 x 12 months	0	\$21,120	\$87,120
		\$148,2		
Total		24	\$38,140	\$186,364

There are currently five staff members who facilitate pantry operations and provide support during open hours to visitors and volunteers. We are requesting funding for an additional full time professional staff position to act as director for the food pantry.

The student director position provides leadership to pantry staff, represents the pantry at events and presentations, serves as a liaison to campus and community partners, executes food ordering and budget analysis, and coordinates pantry volunteers in addition to acting as shift lead during pantry open hours.

The pantry food drives coordinator works with on-campus organizations to coordinate food drives and acts as shift lead during pantry open hours.

The pantry food recovery coordinator coordinates food recovery from on-campus dining partners and the UW Farm, creates food safety and volunteer training materials, works with the student director on community partnerships, and acts as shift lead during open pantry hours.

The pantry social media coordinator, a developed role from the shift lead position, is a seasonal staff member whose job is to create content to communicate pantry updates, impact and opportunities and serve as a shift lead in the pantry.

The pantry education coordinator creates educational materials for pantry visitors and the UW community at large about the pantry, available resources, food insecurity, and food literacy. They also act as shift lead during open pantry hours.

The full-time professional staff pantry director position, a new proposed role, would provide essential support to the operations of the pantry including oversee pantry staff, coordinate volunteers, maintain and create connections within and without campus, ensure continuity and follow long term projects, and investigate further avenues to address food insecurity on campus. This new position will work to alleviate ever growing demand and gaps in equitable access for the food pantry by allowing for increased capacity, increased training of staff and volunteers, and the ability to pursue additional income streams to diversify and stabilize the pantry operational budget. This new position also makes the pantry eligible for funding sources which have a requirement for an existing dedicated full-time staff member which have previously been inaccessible to the pantry.

Services Fee to the UW Farm ----- \$7,500.00

Currently, the UW food pantry pays the UW farm a fee of \$7,500 per year to cover the staffing and packaging costs that go into providing the pantry fresh, organic produce. In our quarterly polls, visitors to indicate that these fruits and vegetables from the UW farm the most treasured of the items we stock. With recent growth (details and data in full budget overview and justification), it has been harder for us to supply enough nutritious, culturally relevant food to UW community members experiencing food insecurity. Our current food budget (supported by donations from the Husky Hunger Relief Fund) averages approximately \$6,200 per month. Thus, the farm fee is equivalent to approximately a month of purchased food. Having this fee covered by the SAF would allow us to continue our partnership with the farm without sacrificing the quality or quantity of food purchased from donations.

Full Budget Overview & Justification

Fiscal Year 2026: Total Operational Budget				F25 - Year to Date		
			Requested Operations		Actual Operations	
Revenue						
	SAF Funding	\$ -	193,865		\$ -	28600
	State/University Funding	\$ -			\$ -	
	Self Generated Revenue	\$ -			\$ -	
	Grants & Subsidies	\$ -			\$ -	3142.85
	Interest Revenue	\$ -				
	Other Revenue	\$ -	75000	AHHF estimate	\$ -	44,260
Total Revenue				268,865	76,003	
Change in Revenues			69%	186,364		
Less: Expenses						
Salaries & Wages:						
	Classified	\$ -			\$ -	
	Professional	\$ -			\$ -	
	Graduate Appointments	\$ -			\$ -	
	Temporary	\$ -			\$ -	
	Other Salaries & Wages	\$ -	186365	5 PT positions (3 Year round, 2	\$ -	34,242
Total			\$ -	186365	Total	34,242
Retirement & Benefits:						
	Classified	\$ -	21120		\$ -	
	Professional	\$ -			\$ -	
	Graduate Appointments	\$ -			\$ -	
	Temporary	\$ -			\$ -	
	Other Retirement & Benefits	\$ -	17020	calculated based off FY25 set %; subject	\$ -	7338
Total				38140		7338
Operations:						
	Personal Service Contracts	\$ -			\$ -	
	Other Contract Services	\$ -	750		\$ -	750
	Grants & Subsidies	\$ -			\$ -	
	Travel	\$ -	1,500		\$ -	1500
	Supplies	\$ -	3,000		\$ -	3000
	Food Purchasing (AHHF)	\$ -	75000		\$ -	75000
Total Expenses				304,755		121,830
		0%		45,827		
Increase in Fund Balance from Operations				0	-45,827	

- How are expenditures distributed across the programs and/or services your unit offers? Please provide a general overview of how much spending is allocated to each category of expense, such as staffing, materials, etc., as is applicable.**

There are four main expenditure categories for the food pantry:

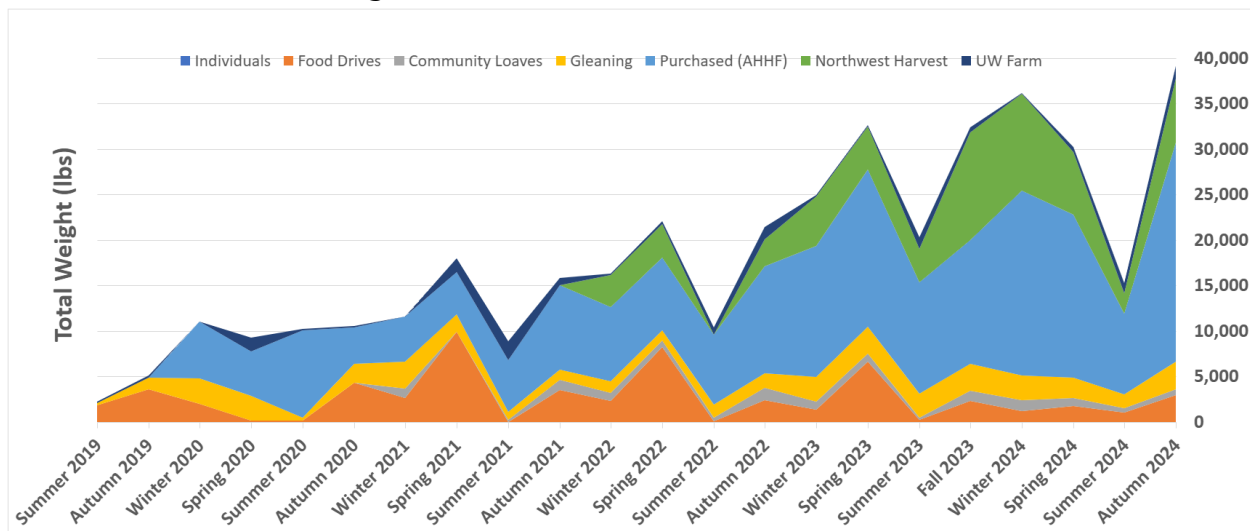
- Staff wages and benefits- supported by SAF:** supports the wages and benefits for the Student Director, Food Recovery Coordinator, Food Drives Coordinator, Social Media Coordinator and Education Coordinator positions.
- UW Farm Contract – supported by SAF:** allows produce from the UW Farm to be brought to the pantry

3. **Food and office supplies- supported by the Any Hungry Husky Fund:** monetary donations are conservatively spread months of the fiscal year to ensure a stable food and supply purchasing budget of approximately \$6,200.
4. **Food Recovery equipment and supplies- supported by a grant from the Campus Sustainability Fund (non-recurrent):** these funds help support equipment purchasing (coolers, freezers, thermometers, etc.) that ensure safety and efficacy in our efforts to recapture (what would otherwise be) food waste from on-campus HFS dining partners

For our Fiscal Year 2026 request, we anticipate spending approximately **\$186,364** on staffing. This includes student and newly proposed position staffing and benefits, and does not figure in the approximately 25% of professional staff time dedicated to the food pantry which is provided via the Office of the Vice President for Student Life. Depending on the funding we receive for FY26, this represents about **69.5%** of our total budget.

We also anticipate spending approximately **\$75,000** on food and office supply purchases, which represents approximately **~28%** of our budget. The remaining **~3%** of our budget goes to other expenses such as the UW Farm contract fee, UCAR transportation costs, and contractual services such as technology fees.

Sourcing of food distributed since Summer 2019.



2. Please give a summary elaborating on how SAF Funding has been used to

support students

- a. In what ways has SAF funding been essential to supporting your unit's on-going services and role in the university? Please provide at least one specific example of a program/service.

Over the past several years, the UW Pantry has seen a significant increase in visitors and volunteer activity. During Fall 2023, we saw double the number of visitors compared to Fall 2022. During Fall 2024 we set a record weekly visit count with **738 visitors in one week** and a record quarter visit count with a total of **7561** visits. With [a 2019 UW study](#) showing roughly 20% of UW students indicating food insecurity, the UW Food Pantry is helping a greater portion of those affected access food. Data showing our growth and staff efforts shown under 2b.

As an essential component of our budget year over year, SAF funding allows us to ensure we have paid staff positions at an appropriate wage level for the work the staff performs. The pantry currently has five student staff employees that keep the pantry running, advance our services, and partner with other campus stakeholders on a variety of projects. As demand for services increases, so have the demands on the pantry staff. Maintaining wages and building staff capacity (thus increases for the F26 proposal) allows us to ensure that we can safely meet the increased demand and begin to pursue avenues to lessen the pressure on the UW Food Pantry.

SAF funding allows us to keep our funding streams separate so we can use other grants and monetary donations on the food distributed in the pantry. Without SAF funding, we would likely have to drastically cut staff hours, thus reduce the our open hours and overall services to the campus population.

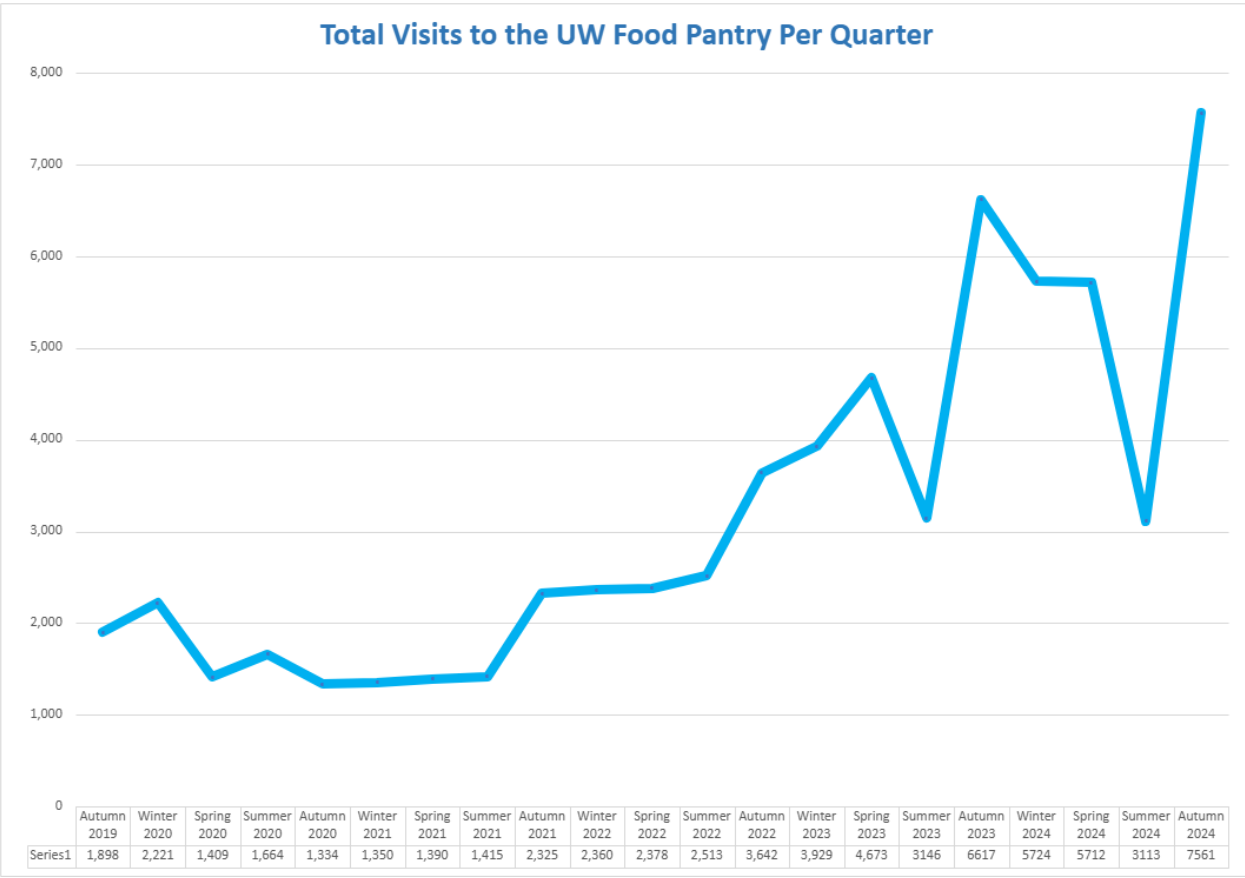
- b. How have your unit's services and programming changed over time, and how have you adapted the use of SAF funding?

Since our founding, there have been **49,988 visits to the food pantry**. In recent years, the UW Food Pantry has adjusted to growing need by adapting service models during COVID 19, expanding community outreach efforts to help capture more of the nearly 20% of students experiencing food insecurity, while building our own capacity to support significant demand in our diverse food sourcing methods. Over the past year, the UW Food Pantry has solidified partnerships, sourced additional produce for visitors, reduced food waste on campus, and increased safety for staff and visitors at the pantry.

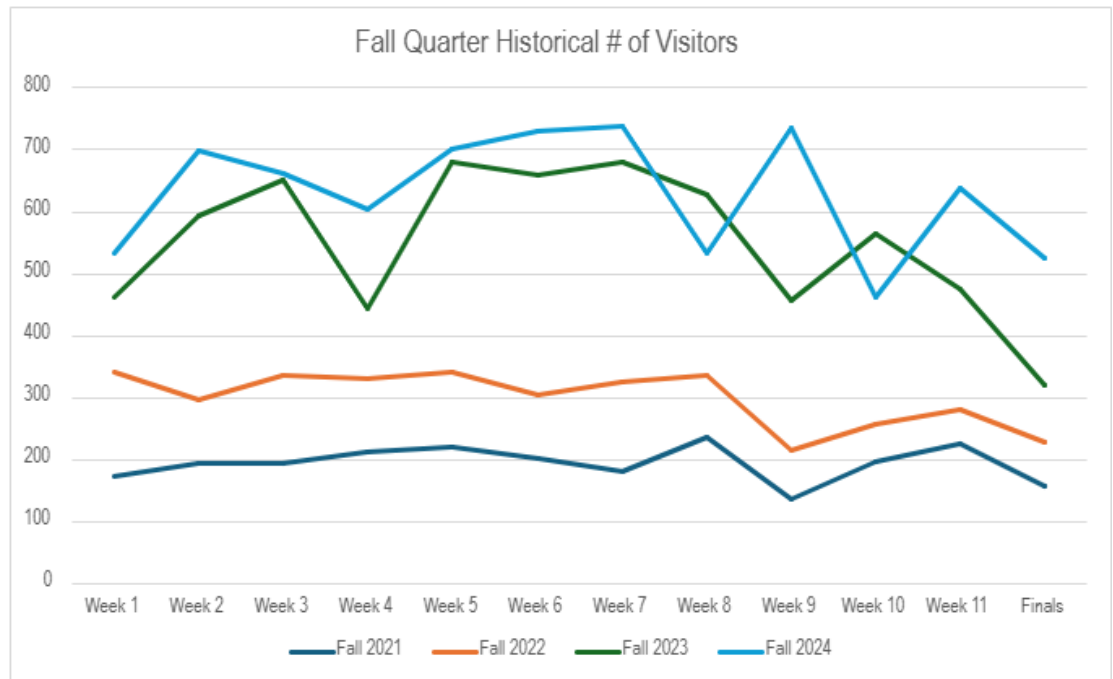
The primary purpose of SAF funding for the UW Food Pantry is to support the student staff who make it possible to provide food assistance to the UW community. With food insecurity on the rise, SAF Funding allowed the pantry to invest in additional outreach to improve community access. In 2024-2025, SAF funding allowed the pantry to maintain consistent hours, increase community partnerships, and improve its services.

Some visitor and sourcing-related highlights include:

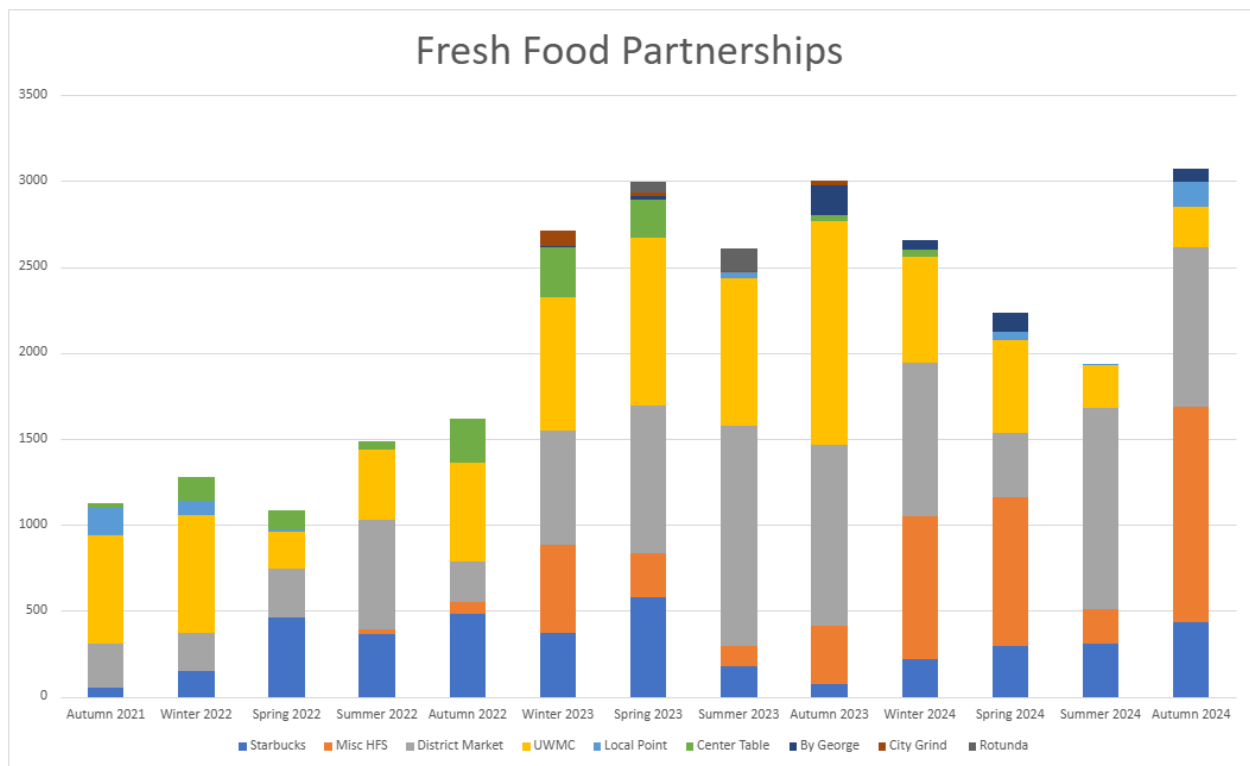
1. Record numbers for weekly and total visitors Autumn 2024



- Record numbers of weekly visitors. Week over week visitor comparison from Fall 2021 to Fall 2024



- Steady increase in food recovery (HFS dining) from Fall 2021 to Fall 2024



- Creatively met growing demand. The UW Food pantry expanded methods of procuring safe and nutritious food by promoting virtual food

drives, resource sharing in collaboration with RSO's, securing a local produce grant, and in promoting transparency and clarity through social media and email communications including the launch of a monthly newsletter.

- 5. Increased safety. The pantry increased communication and partnership with UW Environmental Health and Safety in our effort of updating the Pantry Operations Plan to ensure food safety. This included replacement of the carpet with laminate flooring. We also instituted additional food and physical safety training for staff and volunteers.

Other Supplemental Data/materials that may be helpful for the SAF committee:

- 1. Responses from the Autumn 2024 Pantry Visitor Survey indicate necessity for food access support among our community members.

19. Please indicate how often the following statements are true for you [More details](#)

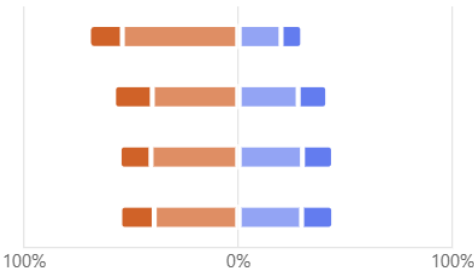
● Often ● Sometimes ● Rarely ● Never

"I can't afford to eat balanced meals."

"I eat less than I feel I should because there isn't enough money for food."

"The food that I buy just doesn't last, and I don't have money to get more."

"I cut the size of meals or skipped meals because there isn't enough money for food."

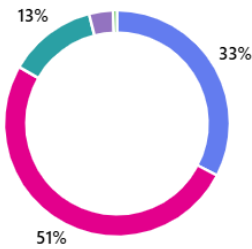


Visitor survey response from Fall 2024.

2. Breakdown of UW Food Pantry visitor affiliation with UW.

14. What is your primary affiliation with UW? [More details](#)

Undergraduate Student	180
Masters Student	280
PhD Student	70
Staff Member	19
Faculty Member	3



Roughly 33% of visitor survey respondents are undergraduates, 51% master's students, and

the remaining 16% are PhD students, staff, or faculty members at the UW.

3. Comments from the Autumn 2024 Visitor Survey:

- ” I end up eating less because my student loan does not give me enough for food and expenses for myself and my kid.”
- ” If I didn't have the Husky food pantry, my son and I absolutely would not have enough food (even with other resources). Thank you!!!”

c. **Are there programs/services that SAF has funded in the past that your unit no longer provides?** No

d. **Are you currently using your unit’s allocation for new programs or services that were not originally requested as an item in your SAF budget request?** No

3. **What is the nature of your reserves/fund balances? For what purposes do you hold reserves? How were they accrued?** We do not maintain a reserves fund with SAF. The small surplus that we may experience from month to month is due to hourly staff not working the scheduled amount of hours. Currently all SAF funds go directly to supporting the student staff managing the pantry.

Budget Breakdown

BUDGET BREAKDOWN			
	<i>FY26 Request</i>	<i>FY25 Expected</i>	<i>FY25 Actuals Notes</i>
REVENUES			
SAF Funding	\$ 193,865.00	\$ 106,744.00	
State/University Funding			
Self-Generated Revenue		\$ 3,142.85	
Grants/Subsidies			
Interest Revenue			
Other Revenue	\$ 75,000.00	\$ 60,000.00	
Total Revenue	\$ 268,865.00	\$ 169,886.85	
Change in Revenues	\$ 98,978.15	58.26%	
EXPENSES			
<i>FY26 Request</i> <i>FY25 Expected</i> <i>FY25 Actuals Notes</i>			
Salaries & Wages:			
Classified			
Professional			
Graduate Appointments			
Temporary			
Other Salaries & Wages	\$186,365	\$99,244	
Total Salaries & Wages	\$ 186,365.00	\$ 99,244.00	
Retirement & Benefits:			
Classified	\$ 21,120.00		
Professional			
Graduate Appointments			
Temporary			
Other Retirement & Benefits	\$ 17,020.00	\$ 17,020.00	
Total Retirement & Benefits		\$ 17,020.00	
Operations:			
Personal Service Contracts	\$ -	\$ 1,000.00	
Other Contract Services	\$ 750.00	\$ 2,000.00	
Grants & Subsidies			
Travel	\$ 1,500.00	\$ 1,500.00	
Supplies	\$ 3,000.00	\$ 3,000.00	
Other Operations	\$ 75,000.00	\$ 60,000.00	
Total Operations	\$ 80,250.00	\$ 67,500.00	
Total Expenses	\$ 266,615.00	\$ 183,764.00	
Change in Expenses	\$ 82,851.00	45.09%	
Revenue - Expenses	\$ 2,250.00	\$ (13,877.15)	

Information on Other Revenues:

A discretionary fund that is donor supported is used for some of our operational expenses, and 100% of food purchases. The Campus Sustainability Fund helped support equipment purchasing (coolers, freezers, thermometers, etc.) that ensure safety and efficacy in our efforts to recapture (what would otherwise be) food waste from on-campus HFS dining partners, though that fund is now depleted. Through the combination of these funding sources we have been able to cover operating expenses.

We received a grant through Harvest Against Hunger specific to sourcing produce from farms within King County. This source of revenue is a one-time resource as part of the Coronavirus Local Fiscal Recovery.

Additional Questions

1.

- a. How would you adjust your operations if you did not receive your full request? Please elaborate on the potential impact on staffing and services.**

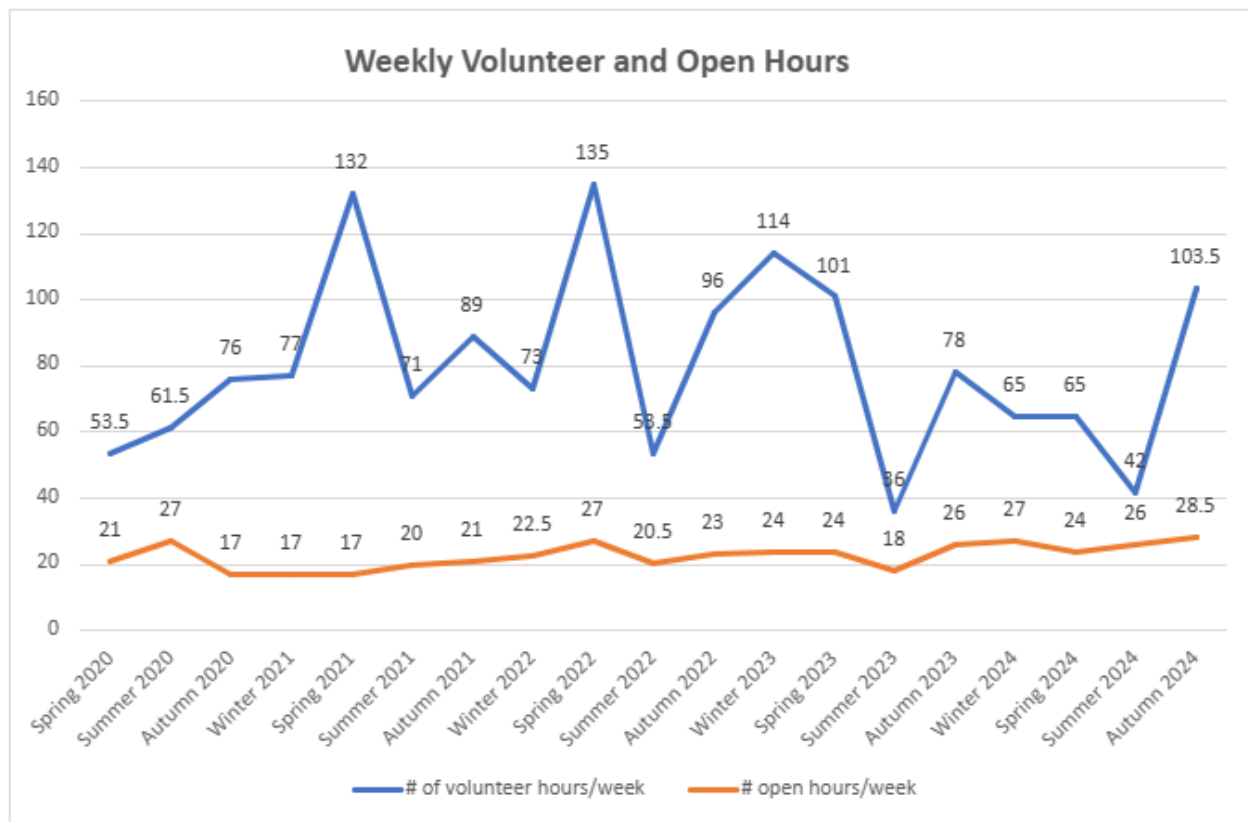
Without complete SAF funding of staffing wages and benefits, we would likely have to cut our staff hours and open hours (UW EH&S and the King county Public Health require a staff member trained in food safety to be in the pantry at all times during open-hours). This would substantially reduce accessibility to huskies needing food assistance and dampen our overall service to the campus population. Like most people, the pantry visitors who need food assistance have many barriers to getting to the pantry, including demanding jobs, class schedules, and family obligations.

We have successfully been able to expand food access, as seen in our visit history, in large part because of the SAF funded staff hours. Maintaining 20-30 open hours a week allows us to ensure food access equity in the UW food system.

If we do not receive the full SAF Funding, including the funding for a full-time professional staff member, the small team of 5 staff may not be able to sustain the continuous growth of demand. As stands, our food procurement is unstable given the Any Hungry Husky Fund (AHHF) constraints. This fund procures about 44% of the pantry's food. While visits to the pantry have doubled, the AHHF has stayed relatively stagnant; essentially meaning that we have the same amount of funds available to procure double the amount of food. However, the pantry also sources about 19% from food drives and 10% from food recovery. These areas, led by the food drives coordinator and food recovery coordinator, take a lot of time to coordinate volunteers and logistics and do outreach to ensure the successful and safe procurements to distribute. Without full SAF funding, new opportunities will be stymied to effectively pursue these essential food resources. This will likely lead to food shortage, leaving our fellow huskies with inadequate emergency food resources and access. Further attempts to diversify and stabilize possible revenue streams also require staff time and attention.

A full-time professional staff member qualifies the pantry for further financial and staffing support that we cannot currently access. For example, hosting a Americorps VISTA employee requires a staff member with full time FTE dedicated to the pantry.

During the 2024-2025 year, the UW Pantry staff have utilized specialty knowledge, connections and skillsets to promote large efforts to develop safety procedures for pantry visitors and staff, destigmatize access to food, share nutrition and wellness education, reduce campus food waste, bolster community outreach, and connect with additional resources to address food insecurity. A reduction in staff wages would reduce the quality of candidates and ability to broaden related services. To meet the demand, current staff positions have to trade off maintaining open hours for connecting with RSOs, retailers, and donors that may offer necessary food donations. Additionally, it would vastly decrease our ability to present at marketing events and in classes across campus in our effort to promote the pantry as a resource for students, faculty and staff, and to seek donations and volunteer involvement.



Open hours and volunteer hour contribution. Compared with weekly visitors, there is a correlation with a higher number of visitors and more open pantry hours.

b. What if you received an amount less than your FY25 allocation?

Because we use the SAF funding for staff wages, we would have to remove a full position from the team or reduce the hours that each position is paid for. This would impact the open hours of the pantry, reducing the equitability of access and decreasing our availability to the UW community. It would also reduce our ability to source food through gleaning, food drives, and community partners further decreasing the resources that we would have available to give to those who need support.

c. What student services/programs are integral to your mission that you would not cut even if you received an amount less than your FY25 allocation?

We would continue to provide food resources for students at decreased hours and with decreased availability and variety of food.

2. If financial resources were not a restriction, what is one program/service your unit would add/expand on to enhance students' experience at the University?

If financial resources were not a restriction, we would leverage a full time staff position to host an Americorps VISTA member and initiate a Basic Needs Strategic Plan for the University of Washington in collaboration with other basic needs units on campus. This would allow the food pantry to better anticipate and serve the needs of students in conjunction with the rest of the UW resource landscape. Understanding the needs of students fully and what other resources are available on campus then making a plan to meet those needs over time would allow the pantry to better anticipate student food insecurity in addition to making more accurate and appropriate student referrals.

3. How does your unit ensure that student fees do not subsidize non-student, academic, research, and other costs that are the primary responsibility of the University and its colleges?

Staff and faculty are eligible to utilize the Food Pantry however, we do not create any extra hours for them. They can access the pantry at the same hours as students. No direct funds provide a service to UW employees. We do not offer research/academic assistance. While the additional requested position is a full time staff member, we will retain our full student staff team.

4. How are you utilizing the SAF logo? In what ways do you spread awareness of your affiliation with SAF?

The SAF logo is included on our website. We also include SAF in any information we provide about our funding and operational planning to community partners or in educational settings.

5. **If you are projecting a net deficit for FY26, please provide additional context for this net deficit (e.g. reallocation of carryover funds from previous fiscal years, extraordinary expenses necessary to meet operational needs, etc.).**

N/A

6. **When projecting out 1-3 fiscal years, what challenges, if any, do you foresee for your unit? How could SAF be helpful in navigating these challenges?**

Given the trend of the last three years and the rising cost of living in Seattle, we expect the pantry to face a great increase in demand over the next three years. In order to meet this demand, the pantry will need to increase our food procurement and maintain or increase our open hours.

SAF can assist the pantry in these challenges by supporting wages and benefits of qualified staff members. Having additional time to utilize the attention and talents of staff members would allow the pantry to pursue additional streams of monetary income and food resources. In anticipation of this need, we have compiled some potential additional grants and program options. However, some of these opportunities require a full time staff member dedicated to the pantry to be eligible to receive those allocations and all require additional time dedicated to grant writing and application.

Additional staff also allows for further pursuit of community partners for food sourcing and increased number of open hours. Increased open hours allows us to more equitably provide resources to visitors who have various schedule and time constraints. We are also unable to maintain hours during academic class breaks given our student staff. Having a full time staff member would allow us to provide support to the UW community in the time between academic quarters.