

Services and Activities Fee Committee
Base Funding Request for FY2018-FY2021

| | | | | | |
|--|-------------------------------------|--------------------------------|-------------------|---------------------|--|
| Name of Program, Activity, or Service | Career Services Peer Advisor | S&A Project ID/ID's | 4635700003 | Submitted By | Vicki Sannuto Catherine.Sannuto@cwu.edu |
|--|-------------------------------------|--------------------------------|-------------------|---------------------|--|

Total Annual Base Funding Requested **\$ 31,997**

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

Since the peer advisor program was established in 2006, there has been a total of 30 students that participated in the program. During the 2015-2016 academic year, five students completed the program. Students can be workstudy or non-workstudy. The peer advisor program provides role models for students as well as training opportunities for peers to develop professional skills needed in a work place. Peer advisors duties include but not limited to; resume and cover letter review, class assignment mock interviews, tabling to promote the department and events, and various presentations and workshops. All peer advisors receive intensive training in their first quarter, and ongoing training the rest of the school year. Peer advisors are also matched with a staff based on their interests and strengths to work on various projects in the department. In the last three years, peer advisors have served over 3,500 students.

ANNUAL BASE FUNDING REQUEST SUMMARY

(Provide the data for the chart below on the second tab. The chart will auto populate.)

| | <i>Annual Base Amount</i> | Annual Base Funding by Cycle | | | | | |
|---|---------------------------|-------------------------------------|--|--|--|--|--|
| Admin/Exempt Payroll | \$ - | | | | | | |
| Civil Service Payroll | - | | | | | | |
| Student Payroll | 30,410 | | | | | | |
| Employee Benefits | 912 | | | | | | |
| Goods & Services | 675 | | | | | | |
| Travel | - | | | | | | |
| Equipment | - | | | | | | |
| Annual Base Expenses | 31,997 | | | | | | |
| <i>Less: Annual Other Funding Sources</i> | - | | | | | | |
| Annual Base Funding Request | \$ 31,997 | | | | | | |

Name of Program,
Activity, or Service

Career Services Peer Advisor

S&A
Project ID/ID's

4635700003

Submitted By

Vicki Sannuto
Catherine.Sannuto@cwu.edu

ANNUAL BASE EXPENSES

BASE ADMIN / EXEMPT PAYROLL EXPENSE

| <u>Admin/Exempt Position - Description</u> | <u>Pay Rate</u> | <u>Pay Rate Unit</u> | <u>Pay Rate Units per Year</u> | <u>Number of Employees</u> | <u>Benefits %</u> | <u>Annual Base Amount</u> |
|---|-----------------|----------------------|--------------------------------|----------------------------|-------------------|---------------------------|
| | - | per Year | 1.0 | 1 | 15.0% | - |
| | - | per Year | 1.0 | 1 | 15.0% | - |
| | - | per Year | 1.0 | 1 | 15.0% | - |
| | - | per Year | 1.0 | 1 | 15.0% | - |
| | - | per Year | 1.0 | 1 | 15.0% | - |
| | - | per Year | 1.0 | 1 | 15.0% | - |
| BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL | | | | | | - |

BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE

| <u>Civil Service/Temp Position - Description</u> | <u>Pay Rate</u> | <u>Pay Rate Unit</u> | <u>Pay Rate Units per Year</u> | <u>Number of Employees</u> | <u>Benefits %</u> | <u>Annual Base Amount</u> |
|--|-----------------|----------------------|--------------------------------|----------------------------|-------------------|---------------------------|
| | - | per Month | 12.0 | 1 | 15.0% | - |
| | - | per Month | 12.0 | 1 | 15.0% | - |
| | - | per Month | 12.0 | 1 | 15.0% | - |
| | - | per Month | 12.0 | 1 | 15.0% | - |

| | | | | | |
|--|-------------------------------------|------------------------------------|------------------|---------------------|--|
| Name of Program, Activity, or Service | Career Services Peer Advisor | S&A Project ID/ID's | 463570003 | Submitted By | Vicki Sannuto Catherine.Sannuto@cwu.edu |
|--|-------------------------------------|------------------------------------|------------------|---------------------|--|

BASE EMPLOYEE BENEFITS EXPENSE

| Payroll Category | <i>Overall Benefits %</i> | <i>Annual Base Amount</i> |
|--|-------------------------------|-------------------------------|
| Admin/Exempt | N/A | - |
| Civil Service | N/A | - |
| Student | 3.0% | 912 |
| BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL | 3.0% | 912 |

