### 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

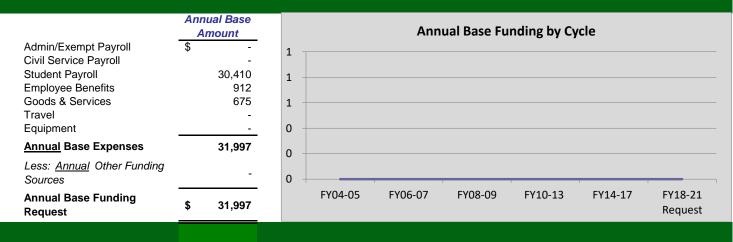
\$ 31,997

## 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 have 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.)



ANNUAL BASE EXPENSES

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# BASE <u>ADMIN / EXEMPT</u> PAYROLL EXPENSE

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
	-	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 ADMIN/EXEMPT PAYROLL EXPENSE TOT	TAL				-	-

BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
	-	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%	-

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		-	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%	-
		-	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%	-
		-	per Month	12.0	1	15.0%	-
		-	per Month	12.0	1	15.0%	-
		-	per Month	12.0	1	15.0%	-
BASE <u>CIVIL S</u>	ERVICE and TEMP PAYROLL EXPEN	SE TOTA	L			-	-

Name of Program,	Career Services Peer Advisor	S&A	4635700003	Submitted Dy	Vicki Sannuto
Activity, or Service	Career Services Peer Advisor	Project ID/ID's	4035700003	Submitted by	Catherine.Sannuto@cwu.edu

# BASE <u>STUDENT</u> PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Lead Peer Advisor	12.50	per Hour	627.0	1	3.0%	7,838
Peer Advisor	12.00	per Hour	627.0	1	3.0%	7,524
Peer Advisor	12.00	per Hour	627.0	1	3.0%	7,524
Peer Advisor	12.00	per Hour	627.0	1	3.0%	7,524
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
	-	per Hour	627.0	1	3.0%	
BASE STUDENT PAYROLL EXPENSE	TOTAL	•			912	30,41

me of Program, tivity, or Service	Career Services Peer Advis	sor S&A Project ID/ID's	4635700003	Submitted By	Vicki Sannuto Catherine.Sannuto	@cwu.edu
BASE <u>EMPLOY</u>	<u>YEE BENEFITS</u> EXPENSE					
Payroll Catego	ry				Overall Benefits %	Annual Base Amount
Admin/Exempt					N/A	-
Civil Service					N/A	
Student					3.0%	912
BASE EMPLO	Y <u>EE BENEFITS</u> EXPENSE TOTA	AL			3.0%	- 912

e of Program, vity, or Service	Career Services Peer Advisor	S&A Project ID/ID's 4635700003	Submitted By Vicki Sannuto Catherine.Sannuto@cwu.edu
BASE GOODS	& <u>SERVICES</u> EXPENSE		
Description of	Goods & Services Expense		Annual E Amou
Polo shirt			
Assessments			
Books			
Workshops (Fly	vers, Room setup, Supplies etc)		
Office Supplies			

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					-
					-
					-
BASE <u>GOODS &amp; SERVICES</u> EXPENSE TOTAL					675
BASE <u>TRAVEL</u> EXPENSE					
Description of Travel Expense					Annual Base Amount
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
BASE <u>TRAVEL</u> EXPENSE TOTAL					-
BASE <u>EQUIPMENT</u> EXPENSE					
Description of Equipment Expense		Quantity	Cost Each	Total Cost	Annual Base Amount

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					-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
BASE <u>EQUIF</u>	P <u>MENT</u> EXPENSE TOTAL				-
ANNUAL BASE E	XPENSES - TOTAL			31,	,997

Name of Program, Activity, or Service	Career Services Peer Advisor	S&A Project ID/ID's	4635700003	Submitted By	Vicki Sannuto Catherine.Sannu	to@cwu.edu
ANNUAL BASE FU	NDING SOURCES (Revenues & Transfers In)					
BASE <u>OTHER</u> In)	FUNDING SOURCES (Revenues & Transfers					
Description or <u>(Revenues &amp;</u>	f Other Funding Source Transfers In)					Annual Base Amount
						-
						-
						-
						-
						-
						-
						-
BASE OTHER	FUNDING SOURCES TOTAL					-
USE OF <u>CARF</u>	RY FORWARD (RESERVES)					
			Total Expected	Total to be Used for	Total to be	Annual Base
Description o	f Carry Forward (Reserve) Balance		Carry Forward	Expenses	Retained	Amount
USE OF <u>CARI</u>	RY FORWARD (RESERVES) TOTAL					-

**ANNUAL BASE OTHER FUNDING SOURCES - TOTAL** 

**ANNUAL S&A 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.Sannut	o@cwu.edu
DISCLOSURE OF	NON-S&A FUNDING SOURCES					
DISCLOSUR	E OF NON-S&A FUNDING SOURCES					
Description	of Non-S&A Funding Source	Year 1 FY 2014	Year 2 FY 2015	Year 3 FY 2016	Year 4 FY 2017	Average Annua Amoun
DISCLOSUR	E OF NON-S&A FUNDING SOURCES TOTA	AL -			-	

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL