

**Services and Activities Fee Committee**  
**Base Funding Request for FY2010-FY2013**

Name of Program,  
 Activity, or Service

**ASCWU Office of Legislative Affairs**

S&A  
 Project ID

**5-34300-00**

Submitted By

Derrick Peacock  
 PeacockD@cwu.edu

Total Annual Base  
 Funding Requested     \$     **26,782**

**BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE**

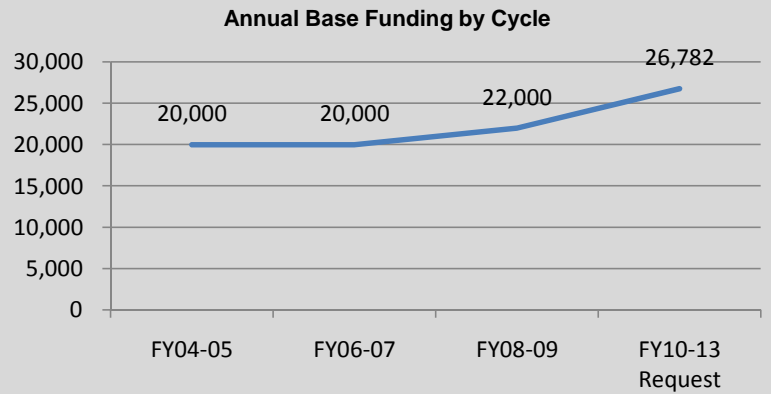
The ASCWU Office of Legislative Affairs is led by the ASCWU Board of Directors and assisted by the students who work and volunteer within the Office of Legislative Affairs, the Washington Student Lobby, and the United States Student Association.

The ASCWU Office of Legislative Affairs attempts to be the "Wildcat Voice" to various government entities, primarily the Washington State Legislature in Olympia. This project also serves to promote student involvement and awareness of the political process. Recently two activities have proven to be highly successful at involving students: the Washington Student Lobby chapter which allows for more involvement of CWU students in Olympia and the annual Lobby Day which will occur on the President's Day holiday. The Office of Legislative Affairs along with the Board of Directors is also a member of the United States Student Association, which provides CWU students with leadership opportunities around the country.

The primary expense of the ASCWU Office of Legislative Affairs is the Legislative Liaison, who is a CWU student who spends winter quarter doing a full-time internship at the Capitol in Olympia. The secondary expense is travel for the ASCWU Board of Directors and students involved with the Washington Student Lobby.

**ANNUAL BASE FUNDING REQUEST SUMMARY**

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	10,719
Employee Benefits	322
Goods & Services	6,000
Travel	9,668
Equipment	73
<b>Annual Base Expenses</b>	<b>26,782</b>
<i>Less: Annual Other Funding Sources</i>	-
<b>Annual Base Funding Request</b>	<b>\$ 26,782</b>



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**ANNUAL BASE EXPENSES**

**BASE ADMIN / EXEMPT PAYROLL EXPENSE**

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
NA	-	per Year	1.0	1	30.0%	-
<b>BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL</b>						<b>-</b>

**BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE**

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
NA	-	per Month	12.0	1	35.0%	-
<b>BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOT/</b>						<b>-</b>

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**BASE STUDENT PAYROLL EXPENSE**

<b>Student Position - Description</b>	<b>Pay Rate</b>	<b>Pay Rate Unit</b>	<b>Pay Rate Units per Year</b>	<b>Number of Employees</b>	<b>Benefits %</b>	<b>Annual Base Amount</b>
ASCWU Legislative Liasion	4,500.00	per Acad Qtr	1.0	1	3.0%	<b>4,500</b>
Political Programs Coordinator	135.00	per Week	34.0	1	3.0%	<b>4,590</b>
Vote Work Coordinator	9.00	per Hour	181.0	1	3.0%	<b>1,629</b>
<b>BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL</b>					<b>322</b>	<b>10,719</b>

**BASE EMPLOYEE BENEFITS EXPENSE**

<b>Payroll Category</b>	<b>Overall Benefits %</b>	<b>Annual Base Amount</b>
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	3.0%	<b>322</b>
<b>BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL</b>		<b>322</b>

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**BASE GOODS & SERVICES EXPENSE**

Description of Goods & Services Expense		Annual Base Amount
Office Supplies- Genreal supplies for day to day operations of OLA		350
Telephone- Monthly telephone exspense		300
Printing- Printing associated with Wildcat Bulletin, meeting agendas and packets.		600
Advertising- Costs asocated with the advertising of OLA and WSL programs, as well as get out the vote campaigns and reminders		700
WSL Lobby Day- CWU students join students form around the state to lobby on issues effecting Higher education around the state, and to lurn appropriate lobbying tactics and practices		500
College Civics Weeks- Political speakers and presenters brought tto Central, as well as elected representatives to talk about the importance of government and how students can get involved. A BBQ is traditional as well as chances for voter registriation and education.		1,200
Voter Education- Pop up displays and inofrmation booths around the SURC and other campus buildings		500
WSL Lobby Day- Lobbying trip of CWU students to olympia during session to talk to legislaures and lobby on issues effecting Central		1,000
WSL Meetings Light Refreshments- Refreshments provided by Host school at statewide meetings held at Central for WSL Board of Directors and General Assembly.		300
Staff Development		250
Misc Exspenses		300
<b>BASE <u>GOODS &amp; SERVICES</u> EXPENSE TOTAL</b>		<b>6,000</b>

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**BASE TRAVEL EXPENSE**

Description of Travel Expense	Annual Base Amount
Travel to Olympia for committee hearings, meetings, and testifying	1,000
WSL Meetings and Lodging- Transportation to and from meetings as well as lodging	2,500
United States Student Association National Congress- Student travel, meals, and lodging at Annual USSA conference	3,000
United States Student Association Board Meetings- Student travel and Lodging at USSA Board meetings	1,500
United States Student Association Legislative Congress- transportation and lodging for students to National Lobbying week in Washington DC to lobby State legislatures and learn lobbying tactics and appropriate lobbying practices	1,500
MISCTravel Expenses	168
<b>BASE <u>TRAVEL</u> EXPENSE TOTAL</b>	<b>9,668</b>

**BASE EQUIPMENT EXPENSE**

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
Digital Camera	1.0	291	291	73
<b>BASE <u>EQUIPMENT</u> EXPENSE TOTAL</b>				<b>73</b>

**ANNUAL BASE EXPENSES - TOTAL**

**26,782**

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**ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)**

**BASE OTHER FUNDING SOURCES (Revenues & Transfers In)**

Description of Other Funding Source (Revenues & Transfers In)	Annual Base Amount
	-
<b>BASE <u>OTHER FUNDING SOURCES</u> TOTAL</b>	<b>-</b>

**USE OF CARRY FORWARD (RESERVES)**

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
	-	-	-	-
<b>USE OF <u>CARRY FORWARD (RESERVES)</u> TOTAL</b>				<b>-</b>

**ANNUAL BASE OTHER FUNDING SOURCES - TOTAL**

-

**ANNUAL S&A BASE FUNDING REQUEST**

**\$26,782**

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**DISCLOSURE OF NON-S&A FUNDING SOURCES**

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Description of Non-S&A Funding Source	Year 1 FY 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
					-
<b>DISCLOSURE OF NON-S&amp;A FUNDING SOURCES TOTAL</b>	-	-	-	-	-

**DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL**