

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

<b>Name of Program, Activity, or Service</b>	<b>OBSERVER</b>	<b>S&amp;A Project ID</b>	<b>5-34125-00</b>	<b>Submitted By</b>	MICHAEL RICHARD RICHARDM@CWU.EDU
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**Total Annual Base Funding Requested**     **\$     58,340**

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

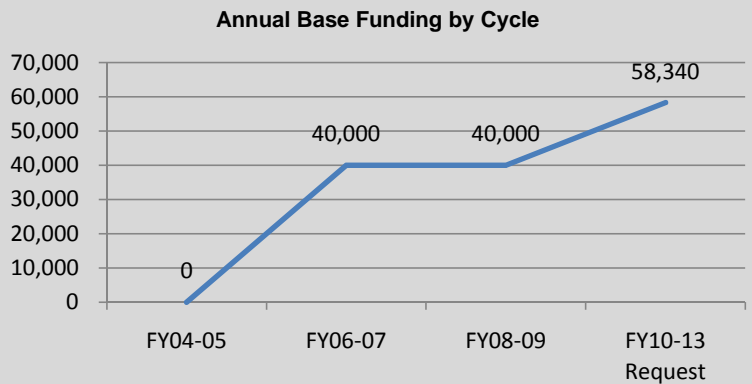
The Observer is a student run newspaper which publishes weekly in print and two online products, The Observer and The Pulse. It has a weekly circulation of 6,000 and serves students at Central's main campus, branch campuses and several locations off campus. The newspaper provides a work environment where students analyze and communicate information that is vital to community decision makers. It provides a forum for student to learn the values and skills needed to succeed in their chosen career. The Observer also provides an advertising vehicle allowing campus departments, organizations and community businesses to communicate their message to its readers.

A staff of 55 students produce the newspaper and manage all phases of the publication. It is advised by a faculty member and a part time program coordinator both paid by the department.

S&A funds are requested to cover student salaries of the Observer. Other operating costs will be paid for by advertising revenue.

**ANNUAL BASE FUNDING REQUEST SUMMARY**

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	69,990
Employee Benefits	2,100
Goods & Services	50,750
Travel	6,000
Equipment	4,500
<b>Annual Base Expenses</b>	<b>133,340</b>
<i>Less: Annual Other Funding Sources</i>	<i>(75,000)</i>
<b>Annual Base Funding Request</b>	<b>\$     58,340</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 TOTAL</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>
Editor-in Chief (1) 20 hrs/wk 30 wks 3 qtrs	12.00	per Hour	600.0	1	3.0%	<b>7,200</b>
Copy Desk Chief (1) 12 hrs/wk 30 wks 3 qtrs	10.00	per Hour	360.0	1	3.0%	<b>3,600</b>
News Editor (1) 12 hrs/wk 30 wks 3 qtrs	10.00	per Hour	360.0	1	3.0%	<b>3,600</b>
Asst News Editor (1) 10 hrs/wk 30 wks 3 qtrs	10.00	per Hour	300.0	1	3.0%	<b>3,000</b>
Scene Editor (1) 12 hrs/wk 30 wks 3 qtrs	10.00	per Hour	360.0	1	3.0%	<b>3,600</b>
Asst Scene Editor (1) 10 hrs/wk 30 wks 3 qtrs	10.00	per Hour	135.0	1	3.0%	<b>1,350</b>
Sports Editor (1) 12 hrs/wk 30 wks 3 qtrs	10.00	per Hour	360.0	1	3.0%	<b>3,600</b>
Asst Sports Editor (1) 10 hrs/wk 30 wks 3 qtrs	10.00	per Hour	300.0	1	3.0%	<b>3,000</b>
Photo Editor (1) 12 hrs/wk 30 wks 3 qtrs	10.00	per Hour	360.0	1	3.0%	<b>3,600</b>
Asst Photo Editor (1) 10 hrs/wk 30 wks 3 qtrs	10.00	per Hour	300.0	1	3.0%	<b>3,000</b>
Production Mgr (1) 12 hrs/wk 30 wks 3 qtrs	12.00	per Hour	270.0	1	3.0%	<b>3,240</b>
*Ad Sales Rep (1) 20 hrs/wk 30 wks 3 qtrs (paid by ad revenue)	12.00	per Hour	600.0	1	3.0%	<b>7,200</b>
*Ad Sales Rep (1) 20 hrs/wk 30 wks 3 qtrs (paid by ad revenue)	12.00	per Hour	600.0	1	3.0%	<b>7,200</b>
Distribution (1) 3 hrs/wk 30 wks 3 qtrs	10.00	per Hour	90.0	1	3.0%	<b>900</b>
Distribution (1) 3 hrs/wk 30 wks 3 qtrs	10.00	per Hour	90.0	1	3.0%	<b>900</b>
Distribution (1) 3 hrs/wk 30 wks 3 qtrs	10.00	per Hour	90.0	1	3.0%	<b>900</b>
Cartoonist (1) 2 hrs/wk 30 wks 3 qtrs	10.00	per Hour	60.0	1	3.0%	<b>600</b>
Office Assistant (1) 10 hrs/wk 30 wks 3 qtrs	10.00	per Hour	300.0	1	3.0%	<b>3,000</b>
Online Editor (1) 10 hrs/wk 30 wks 3 qtrs	10.00	per Hour	300.0	1	3.0%	<b>3,000</b>
Asst Online Editor (1) 5 hrs/wk 30 wks 3 qtrs	10.00	per Hour	150.0	1	3.0%	<b>1,500</b>
Asst Photo Editor (1) 5 hrs/wk 30 wks 3 qtrs	10.00	per Hour	150.0	1	3.0%	<b>1,500</b>
Asst News Editor (1) 5 hrs/wk 30 wks 3 qtrs	10.00	per Hour	150.0	1	3.0%	<b>1,500</b>
Asst Online Editor (1) 5 hrs/wk 30 wks 3 qtrs	10.00	per Hour	150.0	1	3.0%	<b>1,500</b>
Asst Online Editor (1) 5 hrs/wk 30 wks 3 qtrs	10.00	per Hour	150.0	1	3.0%	<b>1,500</b>
<b>BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL</b>					<b>2,100</b>	<b>69,990</b>

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**BASE EMPLOYEE BENEFITS EXPENSE**

<b>Payroll Category</b>	<i>Overall Benefits %</i>	<b>Annual Base Amount</b>
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	3.0%	<b>2,100</b>
<b>BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL</b>	<b>3.0%</b>	<b>2,100</b>

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**BASE GOODS & SERVICES EXPENSE**

Description of Goods & Services Expense		Annual Base Amount
Supplies	Office Supplies	2,000
Postage General Meter	Postage	1,000
Telephone	Long Distance	1,000
Rentals & Leases	Xerox Printer	3,000
Printing Off Campus	Daily Record Printing Observer	39,250
Motor Pool Services	Observer Distribution	2,000
Maintenance	Office Fixtures	1,000
Office Furniture	Desks, Chairs	1,000
Printing On Campus	Forms, Invoices, Bus Cards	500
<b>BASE <u>GOODS &amp; SERVICES</u> EXPENSE TOTAL</b>		<b>50,750</b>

**BASE TRAVEL EXPENSE**

Description of Travel Expense	Annual Base Amount
Student Journalism Conferences and Competitions	6,000
<b>BASE <u>TRAVEL</u> EXPENSE TOTAL</b>	<b>6,000</b>

**BASE EQUIPMENT EXPENSE**

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
4 Desktop Computers	4.0	2,000.00	8,000	2,000
Software Office, Web Design, Graphics, etc.)	8.0	500.00	4,000	1,000
Digital Video Camera	1.0	1,500.00	1,500	375
Printer	1.0	500.00	500	125
Cameras & Accessories	4.0	1,000.00	4,000	1,000
<b>BASE <u>EQUIPMENT</u> EXPENSE TOTAL</b>				<b>4,500</b>

**ANNUAL BASE EXPENSES - TOTAL** **133,340**

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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
Observer Advertising Revenue	75,000
<b>BASE <u>OTHER FUNDING SOURCES</u> TOTAL</b>	<b>75,000</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**

**75,000**

**ANNUAL S&A BASE FUNDING REQUEST**

**\$58,340**

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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
Faculty advisor and part-time program coordinator funded by Communications department.					-
<b>DISCLOSURE OF NON-S&amp;A FUNDING SOURCES TOTAL</b>	-	-	-	-	-

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

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