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

Name of Program,
Activity, or Service

Manastash student literary magazine
Activity, or Service

S&A
Project ID/ID's
Submitted By
Lisa Norris Lisa.Norris@cwu.edu

Total <u>Annual</u> Base Funding Requested

\$ 5,186

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

Manastash, CWU's student-run literary magazine, showcases creative work from the entire university student body. Manastash is housed in the English Department and is published annually. Manastash provides a forum for dialogue not only between students and the academic community, but between students and alumni, prospective students, and the town of Ellensburg. The advisors and structural support for this activity function with the Professional and Creative Writing major in the English Department. Professor Lisa Norris is the current coordinator for this program. The entire student body benefits from the publishing of Manastash. S&A funds are requested to provide ongoing support for the editing and publishing of Manastash. The goal of Manastash is to recognize the diverse creative student body and to celebrate the achievements of that community through a quality publication. Manastash is distributed campus-wide and to the centers and is a source of pride for a wide variety of CWU students. Manastash has a Duppel CWU website interface, allowing students to submit their writing and artwork to a dedicated CWU webpage.

(Provide the data for the chart below on the second tab. The chart ANNUAL BASE FUNDING REQUEST SUMMARY will auto populate.) Annual Base **Annual Base Funding by Cycle Amount** Admin/Exempt Payroll 1 Civil Service Payroll Student Payroll 1 **Employee Benefits** Goods & Services 5,186 1 Travel 0 Equipment **Annual Base Expenses** 5,186 0 Less: Annual Other Funding 0 Sources FY04-05 FY06-07 FY08-09 FY10-13 FY14-17 FY18-21 Annual Base Funding Request \$ 5,186 Request

Manastash student literary magazine

S&A Project ID/ID's 53427000

Submitted By Lisa Norris Lisa.Norris@cwu.edu

ANNUAL BASE EXPENSES

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
Admini/Exempt Position - Description	ray Kale	Pay Kale Ullil	Teal	Employees	benents %	Amount
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOT	AL				-	-

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	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-

Name of Program, Activity, or Service	Manastash student literary magazine	S&A Project ID/ID's	53427000	Submitted By	Lisa Norris Lisa.N	orris@cwu.edu
		per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
	-	per Month	12.0	1	19.5%	-
BASE CIVIL S	SERVICE and TEMP PAYROLL EXPENSE TOTAL				-	-

Manastash student literary magazine

S&A Project ID/ID's 53427000

Submitted By Lisa Norris Lisa.Norris@cwu.edu

BASE <u>STUDENT</u> PAYROLL EXPENSE

			Pay Rate Units per	Number of		Annual Base
Student Position - Description	Pay Rate	Pay Rate Unit	Year	Employees	Benefits %	Amount
	-	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%	-
	-	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 <u>STUDENT</u> PAYROLL EXPENSE TOTAL					-	-

Manastash student literary magazine

S&A Project ID/ID's 53427000

Submitted By Lisa Norris Lisa.Norris@cwu.edu

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

Manastash student literary magazine

S&A Project ID/ID's 53427000

Submitted By Lisa Norris Lisa.Norris@cwu.edu

BASE <u>GOODS & SERVICES</u> EXPENSE

Description of Goods & Services Expense	Annual Base Amount
Manastash Printing Costs	3,500
CWU Graphics review charge	120
Publicity	300
Chairs, mic, venue for publication celebration	250
Refreshments for publication celebration	200
Stipend for speaker/editor/designer (1 guest editor in Winter, 1 student designerin Spring)	600
Subscritption to Submittable	216

Page 6 of 10

Name of Program, S&A Manastash student literary magazine 53427000 Submitted By Lisa Norris Lisa.Norris@cwu.edu **Activity, or Service** Project ID/ID's BASE GOODS & SERVICES EXPENSE TOTAL 5,186 BASE <u>TRAVEL</u> EXPENSE Annual Base **Description of Travel Expense Amount** BASE <u>TRAVEL</u> EXPENSE TOTAL BASE <u>EQUIPMENT</u> EXPENSE Annual Base Quantity **Total Cost Amount Description of Equipment Expense** Cost Each

Name of Program, Activity, or Service	Manastash student literary magazine	S&A Project ID/ID's 53427000	Submitted By	Lisa Norris Lisa.Norris@cwu.edu
				_
				_
				-
				-
				-
BASE <u>EQUIPM</u>	<u>IENT</u> EXPENSE TOTAL			-
ANNUAL BASE EX	PENSES - TOTAL			5,186

Manastash student literary magazine

ANNUAL S&A BASE FUNDING REQUEST

S&A Project ID/ID's 53427000

Submitted By Lisa Norris Lisa.Norris@cwu.edu

NUAL BASE FUNDING SOURCES (Revenues & Transfers In)				
BASE <u>OTHER FUNDING SOURCES</u> (Revenues & Transfers In)				
Description of Other Funding Source (Revenues & Transfers In)				Annual Base Amount
				-
				-
				-
				-
				-
BASE <u>OTHER FUNDING SOURCES</u> TOTAL				
USE OF CARRY FORWARD (RESERVES)				
	Total	Total to be	Total to be	Assessed Dane
Description of Carry Forward (Reserve) Balance	Expected Carry	Used for Expenses	Total to be Retained	Annual Base Amount
	-	-	-	
	-	-	-	
USE OF <u>CARRY FORWARD (RESERVES)</u> TOTAL				
NUAL BASE OTHER FUNDING SOURCES - TOTAL				-

\$5,186

Manastash student literary magazine

Project ID/ID's 53427000 S&A

Submitted By Lisa Norris Lisa.Norris@cwu.edu

D	ISCLOSURE OF NON-S&A FUNDING SOURCES					
	DISCLOSURE 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 Annual Amount
						-
						-
						-
						-
						-
						-
	DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL		-	-	-	-
D	ISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL					