Services and Activities Fee Committee Base Funding Request for FY2014-FY2017

Name of Program, Activity, or Service	Career Services Peer Advisor Program	Project	534217000	Submitted By	Vicki Sannuto, x2420 sannutov@cwu.edu

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

\$ 32,906

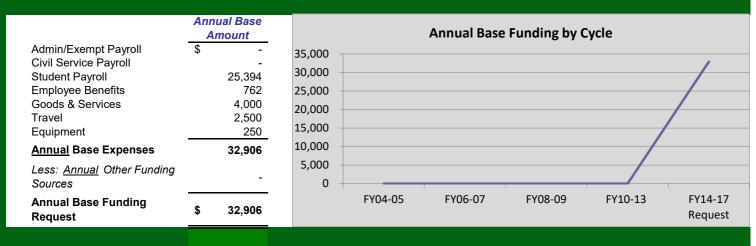
BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

The peer advisor program was established in January 2006. It has grown ever since with the largest number of paid peers being five in the 2012-2013 academic year. There have been a total of 18 students who have participated in the Ellensburg program to date. Student workers can be non-work study or even doing an internship.

The purpose of the program is two-fold: 1) it is primarily to help peer advisors develop professional skills with the hope that they will be of benefit to them in their own careers and that they will use and teach these skills with the general student body; 2) the peer advisors helps Career Services serve more students on campus with reviewing resumes and cover letters, interviewing skills, job search strategies and help with choosing a major. Peer advisors do classroom presentations, workshops and residence hall programs. The peers receive intensive and ongoing training. Peer advisors who stay a second year are designated "lead peer advisor" and assume more responsibilities such as facilitating and coordinating training modules for the other peers.

ANNUAL BASE FUNDING REQUEST SUMMARY

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



Activity, of Service	Name of Program, Activity, or Service	Career Services Peer Advisor Program	S&A Project	534217000	Submitted By	Vicki Sannuto, x2420 sannutov@cwu.edu
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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
	-	per Year	1.0	1	30.0%	
	-	per Year	1.0	1	30.0%	-
	-	per Year	1.0	1	30.0%	-
	-	per Year	1.0	1	30.0%	-
	-	per Year	1.0	1	30.0%	-
	-	per Year	1.0	1	30.0%	-
BASE ADMIN/EXEMPT PAYROLL EXPENSE TO	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	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-

Base Funding Request

Name of Program, Activity, or Service	Career Services Peer Advisor Program	∋∝A Project	534217000	Submitted By	Vicki Sannuto, x24 sannutov@cwu.ed	20 u
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
	-	per Month	12.0	1	35.0%	-
BASE <u>CIVIL S</u>	ERVICE and TEMP PAYROLL EXPENSE TOT	4			-	-

Name of Program, Activity, or Service	Career Services Peer Advisor Program	રુજ્ઞ Project	534217000	Submitted By	Vicki Sannuto, x2420 sannutov@cwu.edu
Activity, or Service				-	sannutov@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		per Hour	627.0	1	3.0%	6,584
Peer Advisor	10.00	per Hour	627.0	1	3.0%	6,270
Peer Advisor	10.00	per Hour	627.0	1	3.0%	6,270
Peer Advisor	10.00	per Hour	627.0	1	3.0%	6,270
	-	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				762	25,394

Name of Program, Activity, or Service	Career Services Peer Advis	sor Program	S&A Project	534217000	Submitted By	Vicki Sannuto, x24 sannutov@cwu.ec	
BASE <u>EMPLO</u>	<u>YEE BENEFITS</u> EXPENSE						
Payroll Catego	ory					Overall Benefits %	Annual Base Amount
Admin/Exempt Civil Service Student						N/A N/A 3.0%	- - 762
BASE <u>EMPLO</u>	YEE BENEFITS EXPENSE TOT	TAL				3.0%	- 762

Base Funding Request							
Nan Acti	ne of Program, vity, or Service	Career Services Peer Advisor Program	o∝A Project	534217000	Submitted By	Vicki Sannuto, x2420 sannutov@cwu.edu	
	BASE <u>GOODS</u>	<u>S & SERVICES</u> EXPENSE					
	Description of	f Goods & Services Expense					nual Base Amount
	Registration fo year	r one of NACE/NCDA/MPACE conferences per					4,000
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-

lame of Program, activity, or Service	Career Services Peer Advisor Program	ъад Project	534217000	Submitted By	Vicki Sannuto, x24 sannutov@cwu.ed	120 Iu
BASE <u>GOODS</u>	S & SERVICES EXPENSE TOTAL					4,000
BASE <u>TRAVE</u>	<u>L</u> EXPENSE					
Description o	f Travel Expense					Annual Base Amount
Air fare	·					1,50
Hotels						1,000
BASE <u>TRAVE</u>	<u>L</u> EXPENSE TOTAL					2,50
BASE <u>EQUIPI</u>	<u>MENT</u> EXPENSE					
Description o	f Equipment Expense		Quantity	Cost Each	Total Cost	Annual Base Amount

lame of Prog ctivity, or Se		Career Services Peer Advisor Program	S&A Project	534217000	Submitted By	Vicki Sannuto, x2420 sannutov@cwu.edu	
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
BASE <u>E</u>	EQUIPI	<u>MENT</u> EXPENSE TOTAL					250
ANNUAL BA	ASE EX	(PENSES - TOTAL					32,906

Name of Program, Activity, or Service	Career Services Peer Advisor Program	S&A Project	534217000	Submitted By	Vicki Sannuto, x24 sannutov@cwu.eo	420 Ju
ANNUAL BASE FU	JNDING SOURCES (Revenues & Transfers In)					
BASE <u>OTHER</u> In)	<u>EFUNDING SOURCES</u> (Revenues & Transfers					
	f Other Funding Source					Annual Base
(Revenues &	I ransfers In)					Amount
						-
						-
						-
						-
						-
						-
						-
						-
BASE OTHER	FUNDING SOURCES TOTAL					-
USE OF CAR	RY FORWARD (RESERVES)					
			Total	Total to be	T () ()	
Description o	f Carry Forward (Reserve) Balance		Expected Carry	Used for Expenses	Total to be Retained	Annual Base Amount

USE OF CARRY FORWARD (RESERVES) TOTAL

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

ANNUAL S&A BASE FUNDING REQUEST

\$32,906

Base Funding Request

Name of Program, Activity, or Service	Career Services Peer Advisor Program	S&A Project	534217000	Submitted By	Vicki Sannuto, x2420 sannutov@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 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
						-
						-
						-
						-
						-
	E OF NON-S&A FUNDING SOURCES TOTAL			. <u> </u>		-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL