

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

Name of Program,
 Activity, or Service

Career Services Peer Advisor Program

S&A
 Project
 ID/ID's

534217000

Submitted By

Vicki Sannuto, x2420
 sannutov@cwu.edu

Total Annual Base
 Funding Requested \$ **32,906**

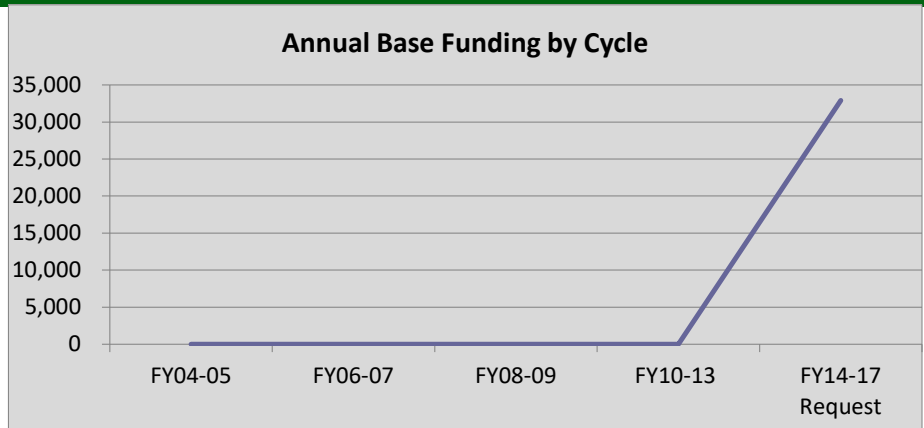
BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

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.)

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	25,394
Employee Benefits	762
Goods & Services	4,000
Travel	2,500
Equipment	250
Annual Base Expenses	32,906
<i>Less: Annual Other Funding Sources</i>	-
Annual Base Funding Request	\$ 32,906



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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
	-	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 <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL						-

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
	-	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%	-

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	-	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 SERVICE</u> and <u>TEMP</u> PAYROLL EXPENSE TOTAL						-

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BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	<i>Overall Benefits %</i>	Annual Base Amount
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	3.0%	762
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL	3.0%	762

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BASE GOODS & SERVICES EXPENSE TOTAL

4,000

BASE TRAVEL EXPENSE

Description of Travel Expense

Annual Base Amount

Air fare 1,500

Hotels 1,000

BASE TRAVEL EXPENSE TOTAL

2,500

BASE EQUIPMENT EXPENSE

Description of Equipment Expense

Quantity

Cost Each

Total Cost

Annual Base Amount

laptop computer 1.0 1,000.00 1,000 250

- -

- -

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	-	-
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	-	-
	-	-
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	-	-
	-	-
BASE <u>EQUIPMENT</u> EXPENSE TOTAL		250
ANNUAL BASE EXPENSES - TOTAL		32,906

