

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

Name of Program, Activity, or Service	Manastash	S&A Project ID/ID's	53427000	Submitted By	Katharine Whitcomb whitcomk@cwu.edu
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Total Annual Base Funding Requested \$ 4,870

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

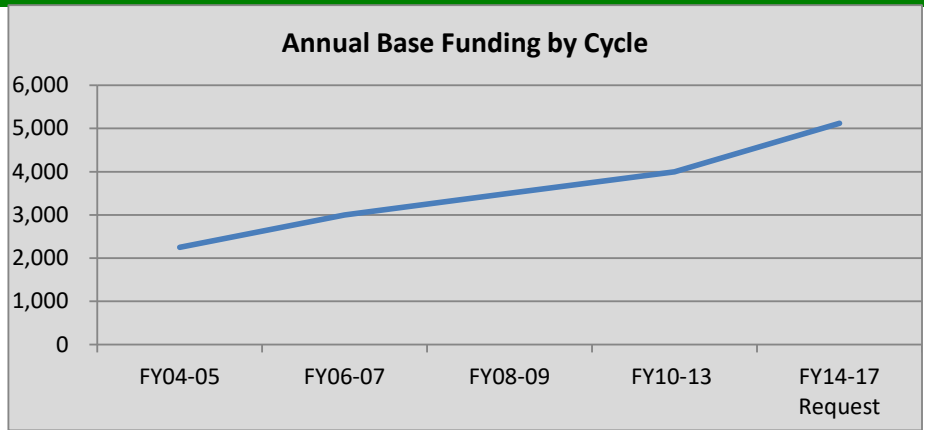
Manastash, Central Washington University's student -run literary magazine, showcases creative work from the entire university student body. Manastash is housed in the English Department and has been published annually for over 40 years. Manastash provides a forum for dialogue not only between students and the academic community, but between students and alumni, prospective students, and the town of Ellensburg. The advisers and structural support for this activity function within the Writing Specialization program in the English Department. Associate Professor Katharine Whitcomb is the current coordinator for this program.

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 community 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.

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	-
Employee Benefits	-
Goods & Services	5,120
Travel	-
Equipment	-
Annual Base Expenses	5,120
<i>Less: Annual Other Funding Sources</i>	<i>(250)</i>
Annual Base Funding Request	\$ 4,870



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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	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL						0.00

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	15.0%	-
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOTAL						-

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0.00

BASE STUDENT PAYROLL EXPENSE

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

0.00

BASE EMPLOYEE BENEFITS EXPENSE

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

N/A

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0.00

BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense	Annual Base Amount
Manastash Printing Costs	3,500
CWU Graphics review charge	120
Copy charges	300
Software	500
Refreshments for publication celebration	200
stipend for speaker/editor (1 per quarter/for 2 quarters per year)	500
	-
	-
	-
	-
	-
	-
BASE <u>GOODS & SERVICES</u> EXPENSE TOTAL	5,120

BASE TRAVEL EXPENSE

Description of Travel Expense	Annual Base Amount
	-
	-
	-
	-
	-
BASE <u>TRAVEL</u> EXPENSE TOTAL	-

0.00

BASE EQUIPMENT EXPENSE

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
			-	-
			-	-
			-	-
			-	-

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BASE EQUIPMENT EXPENSE TOTAL

-

ANNUAL BASE EXPENSES - TOTAL

5,120

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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
			-
			-
			-
BASE OTHER FUNDING SOURCES TOTAL			-

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
		-	1,000	(1,000)	250
		-	-	-	-
USE OF CARRY FORWARD (RESERVES) TOTAL					250

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

250

ANNUAL S&A BASE FUNDING REQUEST

\$4,870

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DISCLOSURE OF NON-S&A FUNDING SOURCES

DISCLOSURE OF NON-S&A FUNDING SOURCES

Description of Non-S&A Funding Source	Year 1	Year 2	Year 3	Year 4	<i>Average Annual Amount</i>
					-
					-
					-
					-
					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL