

Status: **Recommended with Modifications**

Financial Officer: Amara Aarif

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(45,100.00)</b>	<b>\$40,400.00</b>	<b>\$37,600.00</b>	<b>\$37,600.00</b>		
Undergraduate Special Fees		\$40,400.00	\$37,600.00	\$37,600.00		
5760 - Event Services	\$(2,700.00)	\$1,000.00	\$1,000.00	\$1,000.00		
6510 - Regular Meeting Food	\$(3,000.00)	\$3,000.00	\$300.00	\$300.00		
6560 - Event Food	\$(5,000.00)	\$5,000.00	\$5,000.00	\$5,000.00		
7220 - Marketing Copies / Print Expenses	\$(2,000.00)	\$2,000.00	\$1,900.00	\$1,900.00		
7410 - Equipment Purchase (Non-Cap)	\$(26,000.00)	\$26,000.00	\$26,000.00	\$26,000.00		
7460 - Costumes / Uniforms	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
7710 - Travel Fares	\$(400.00)	\$400.00	\$400.00	\$400.00		
7820 - Registration Expense	\$(5,000.00)	\$2,000.00	\$2,000.00	\$2,000.00		
[All Expense Total]	\$(45,100.00)					

**QUESTIONS & ANSWERS**

**Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.**

Yes. Last year was our first year with Special Fees; we petitioned for our requested amount since we were a new student group and received the required signatures, as well as the required votes. We were satisfied with the budget that the Senate approved.

**If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why?**

No increase

**Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:**

- BIOME provides the space and resources for anyone to exploring biological engineering and further their education outside of the classroom setting.
- BIOME is open to anybody who wishes to join an event, provided they have completed laboratory safety training where applicable
- The specific services our groups provides can be seen in our mission statement in Question 1. We focus on biohackathons, workshops, and student-led projects, all of which serve an academic, creative, and innovative atmosphere at Stanford.

**What are the three largest line item requests in your budget and why?**

- 1) Equipment Purchases (Non-capital). BIOME is a project-based group that requires biological and chemical reagents that are often expensive to acquire. Our large equipment purchases line item is meant to accommodate expenses made for the achievement of a team project, as well as to provide all materials necessary for our larger hackathons.
- 2) Event Food. We cater events such as biohackathons, end-of-quarter events, and meals with leaders in biotechnology. Some of these events, such as biohackathons, are expected to be in large attendance, so we have budgeted to accommodate for anyone who wants to attend our events.
- 3) Regular Meeting Food. We do have meetings once every week, all three quarters, in which we do project de-briefs and plan for future events. This is meant to provide light snacks for our members, especially if the meeting schedule cuts into meal time.

**What is the average attendance at your events?**

General Meetings, 10; Project Events, 20; Social Events, 30; Hackathons, estimated 100.

**How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?**

We have found that the most effective way to attract people to BIOME events is through mailing lists for dorms and interest groups. We also frequently talk to BioE-related classes, and communicate with the BioE department to spread information about our group. We plan on contacting more departments and news-sharing forums to further publicize events. We will also flyer for large events (i.e. hackathons), and table during Admit Weekend and NSO. We have registered with Events at Stanford and we have used it last year for our large end-of-quarter event.

**If you are an umbrella group, please list the groups for which you are applying for Special Fees, their ASSU account numbers, and contact information for their financial officers.**

Not applicable

**Please list all:1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special**

Not applicable, except for what was approved in last years' Annual Grants.

**What events/programs does your group hold throughout the year for the Stanford Community?**

We hold biohackathons, open to anybody with the required lab training. We offer the space and materials for any student who want to complete a bio-making project. Past projects have included a medical device innovation lab to combat hospital-acquired pneumonia, bio-art project with oyster mushrooms, and a CRISPR/Cas9-based genetic logic gate system.

**Why are you requesting Special Fees?**

We need the financial resources from Special Fees in order to accomplish our mission statement, which is reproduced below.

“BIOME is dedicated to shaping the future of bioengineering by fostering its exploration by students from all disciplines and backgrounds.

Our mission is to:

- Provide comprehensive resources for students to explore and execute independent bioengineering projects
- Educate students on laboratory techniques and other skillsets relating to bioengineering
- Foster a community to strengthendiscuss the study, practice, and future of bioengineering
- Promote bioengineering as an inclusive, accessible, and empowering field

To further our mission, we focus on a three-pronged approach.

The first is to support independent student projects in BioE and related disciplines by providing advising, resources, and space -- with an emphasis on student creativity and interdisciplinary collaboration. Next, we hold workshops to teach the general Stanford community the skills necessary for such projects. These include both basic dry/wet lab techniques and more specialized skills on an as needed/available basis. Finally, we work with the BioE department to create a safe, open biohacking space for the Stanford community. In addition to these primary activities, we engage in related community-oriented events and trips as deemed appropriate by active leadership.”

**BUDGET DETAIL**

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>Non Event-Specific</b>		<b>\$(40,400.00)</b>	<b>\$40,400.00</b>	<b>\$37,600.00</b>	<b>\$37,600.00</b>		
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>5760</b>	<i>Event Supplies; For supplies for the annual BIOME biohackathon, including security nametags, event program booklets, signage to direct attendees between work areas, and awards for competition winners</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Event Services (Undergraduate Special Fees/Annual)							
<b>6510</b>	<i>Weekly general meetings each quarter are held at 8pm, (10 per quarter, for 3 quarters) with light snacks provided particularly for those who are missing meals</i>	\$(3,000.00)	\$3,000.00	\$300.00	\$300.00		
Regular Meeting Food (Undergraduate Special Fees/Annual)							
<b>6560</b>	<i>For purchasing food for end-of-quarter events, hackathons, and/or dinners with special guests. These events will be fully advertised to Stanford students, whether or not they are a BIOME member.</i>	\$(5,000.00)	\$5,000.00	\$5,000.00	\$5,000.00		
Event Food (Undergraduate Special Fees/Annual)							
<b>7220</b>	<i>Flyer advertisements, banners</i>	\$(2,000.00)	\$2,000.00	\$1,900.00	\$1,900.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
<b>7410</b>	<i>As an engineering project based student group, Equipment purchases constitutes the bulk of our required budget. Fortunately, most large equipment is provided by the Uytengusu teaching lab. Our equipment is most safely stored within the Uytengusu teaching lab space, separately from existing lab materials. Examples of reagents and equipment we have needed to purchase // are expected to purchase this year include: <a href="https://www.thermofisher.com/order/catalog/product/CMAX00001">https://www.thermofisher.com/order/catalog/product/CMAX00001</a> and <a href="https://opentrons.com/">https://opentrons.com/</a></i>	\$(26,000.00)	\$26,000.00	\$26,000.00	\$26,000.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
<b>7460</b>	<i>For purchasing laboratory coats for BIOME members. We want to ensure BIOME members, or would-be BIOME members have access to lab coats that are rated for the intended chemical or biological use. Lab coats are available within our wet lab space but are preferably reserved for tissue-lab use and are not suitable or safe for use with chemical reagents. The lab coat in most common use at Stanford and purchased for Stanford chemistry coursework is the Cintas full length lab coat, which costs \$22.99 before shipping. Assuming a group size of 40 members, total cost including tax and shipping comes to \$1000. Once purchased, and if properly laundered, chemical lab coats are durable and reusable.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Costumes / Uniforms (Undergraduate Special Fees/Annual)							
<b>7710</b>	<i>To recompense gas costs when visiting nearby DIY bio lab communities, and attending BIOME-sponsored conference attendance. Assuming a cost of \$3 per gallon, an efficiency of 25 mpg, and a distance from Stanford to San Francisco (where most of these conferences, DIY bio labs, etc. are held of 75 miles round trip (37.5 miles each way), for a total price of \$9 per car, per trip. Assuming one trip per week (to a DIY bio lab, conference, or other BIOME-related travel requirement) expected expenditures on gas are ~\$300 (taking into account a small factor of flexibility for the likely event where larger group sizes will necessitate multiple groups of cars)</i>	\$(400.00)	\$400.00	\$400.00	\$400.00		
Travel Fares (Undergraduate Special Fees/Annual)							

	<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Non Event-Specific</b>	<b>\$(40,400.00)</b>	<b>\$40,400.00</b>	<b>\$37,600.00</b>	<b>\$37,600.00</b>		
<b>7820</b>						
Registration Expense (Undergraduate Special Fees/Annual)	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00		
<i>For sending BIOME members to network and learn from annual synthetic biology and bioengineering conferences including SynBioBeta, BioHack the Planet, and Worlds Fair Nano.</i>						
<b>APPLICATION TOTALS</b>	<b>\$(40,400.00)</b>	<b>\$40,400.00</b>	<b>\$37,600.00</b>	<b>\$37,600.00</b>		

ACCOUNT BALANCES

Account		Balance
2-5221-1-0-2800	BIOLOGICAL INTERDISCIPLINARY OPEN MAKER ENVIRO	\$0.00
2-5221-2-5-5760	BIOME SPEC FEE EVENT SERVICES	\$26.13
2-5221-2-5-6510	BIOME SPEC FEE REGULAR MEETING FOOD	\$300.00
2-5221-2-5-6560	BIOME SPEC FEE EVENT FOOD	\$2,741.86
2-5221-2-5-7220	BIOME ANNUAL GRANT MARKETING COPIES	\$1,778.13
2-5221-2-5-7410	BIOME SPEC FEE EQUIP PURCHASE (NON-CAP)	\$20,495.13
2-5221-2-5-7460	BIOME SPEC FEE COSTUME/UNIFORM	\$1,000.00
2-5221-2-5-7710	BIOME ANNUAL GRANT TRAVEL	\$400.00
2-5221-2-5-7820	BIOME SPEC FEE REGISTRATION EXPENSE	\$2,000.00
2-5221-9-0-2820	BIOME SPEC FEE RESERVE	\$21,815.96