

Status: **Recommended with Modifications**

Financial Officer: Serena Harber

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(33,366.09)	\$27,166.09	\$24,822.38			
Undergraduate Special Fees		\$27,166.09	\$24,822.38			
6240 - Casual Labor	\$(1,390.97)	\$1,390.97	\$1,033.82			
6310 - Honoraria Fees	\$(839.20)	\$839.20	\$839.20			
6320 - Technical Services	\$(348.27)	\$348.27	\$348.27			
6560 - Event Food	\$(16,798.93)	\$10,798.93	\$10,148.55			
7080 - Event Supplies Expenses	\$(4,069.97)	\$4,069.97	\$3,435.96			
7150 - Office Supplies	\$(647.20)	\$647.20	\$303.03			
7220 - Marketing Copies / Print Expenses	\$(881.16)	\$881.16	\$881.16			
7420 - Equipment Rental	\$(1,410.91)	\$1,410.91	\$1,410.91			
7510 - Facilities Rental	\$(3,391.90)	\$3,191.90	\$3,147.90			
7520 - Facilities Janitorial	\$(1,311.25)	\$1,311.25	\$1,311.25			
7710 - Travel Fares	\$(2,276.33)	\$2,276.33	\$1,962.33			
[All Expense Total]	\$(33,366.09)					

QUESTIONS & ANSWERS

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

Indeed, the Stanford Undergraduate Research Association (SURA) has applied for special fees in the past three years, succeeding each time. In fact, last year we received more than 94% of the student body's votes.

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

Yes, there is a small increase in our special fees, less than the 5 percent cap. The increase is to recognize the outgrowth in our mentorship program this year. We are currently engaging the UAR and are impacting over 100 undergraduates in this program. We are requesting a small increase to ensure we remain fiscally prepared.

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

This is unclear in the ASSU Constitution, but we are mainly providing academic opportunities for students on campus. Questions can be referred to current SURA directors Nitya Mani (nityam@stanford.edu), Reese Pathak (rpathak@stanford.edu), or to our general executive team at (board.sura@gmail.com)

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

The three largest items are \$1573.50 for mentorship programming, and two separate line items of \$1258 for printing costs associated with the conference and for providing bulletin poster boards for the 120 participants in the conference. The mentorship programming costs arise from the mentorship kickoff (~120 attendees), as well as the dinners we host roughly once per 3 weeks for the mentor-mentee pairs. The printing costs include the costs for printing posters, printing brochures, Stanford directions, agendas for students presenting at our conference. The bulletin boards are quite expensive (and very heavy), and includes labor costs from event services. The bulletin boards are used by the participants to post their posters during a 4 hour poster session on the second day of our conference. This poster session is attended by faculty, postdocs, and graduate students from various departments around campus.

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

We are registered with Events at Stanford, and additionally we promote our events through our active Facebook page and our listserv which has more than 800 students' emails on it.

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.

We are not an umbrella organization.

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

SURA maintains no assets outside of its bank accounts. (Our current asset total in the 'banking' tab in mygroups is \$52,860.48, as of Jan 25, 2018)

As of Jan 25, 2018 we have \$16, 413 in our reserves.

We have 2800 (general ledger) account, which currently has \$12,970.

Currently, this entails departmental funding and assistance from the UAR and VPUE. We also have funding from the Stanford Medical School.

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

Following from question 1, we host a wide variety of events. We have five large initiatives: the mentorship program, faculty dinners & workshops, our newsletter, the Stanford Research Conference, and community research nights. The mentorship program connects hundreds of undergraduates in various departments around campus to graduates students who share similar academic interests. The faculty dinners and workshop series is a program where approximately every 2-3 weeks we host a lecture or workshop held by academic staff or faculty on campus on a particular academic or professional development topic. This occasionally includes a meal such as a lunch or dinner. Our newsletter goes to our listserv and is posted on our Facebook and webpage. It is a monthly newsletter that coalesces opportunities from across campus into an easily-readable format. It lists various research engagements, internships, fellowships, and grant opportunities for students interested in academic research. The community research nights series is a monthly initiative to co-sponsor research-focused dinners. These are casual events to get students who might be interested in research to learn more about our organization. We often invite graduate students, have a professional development theme. This year, we also co-sponsored events with other student groups on campus, such as WICS. Finally, our three-day annual, intercollegiate conference is the largest event we host. 80 percent of the 120 attendees come from off campus. They participate in three days of professional development and research-oriented activities. All participants give poster presentations; some give plenary talks. We also have many faculty speak at the event. We encourage you to visit sura.stanford.edu to understand, in greater detail, previous and planned programming.

What is the average attendance at your events?

Average attendance at our events varies. We have multiple types of events: faculty dinners, workshops, community research nights, mentorship kickoffs & dinners, and our annual intercollegiate national conference. Faculty dinners average 20 attendees, workshops average 35 attendees, community research nights average 50 attendees, mentorship kickoffs average 120 attendees, and the national conference is 150 attendees.

Why are you requesting Special Fees?

The Stanford Undergraduate Research Association (SURA) aims to promote an academic community around undergraduate research on campus. We host many events (see question 1), that impact students across the Stanford community and engage graduate students, faculty, postdoctoral fellows, and other members of the academic community. We also host an intercollegiate conference bringing students from around the country to our campus. These events typically get strong attendance, ranging from 20-150 attendees depending on the type of event (again, see question 1 for a more detailed breakdown). These events are rather expensive, but we hope our history of making the most impact from our limited budget makes clear that we are asking for a budget that is commensurate with the level of programming we conduct on campus. Furthermore, for the last three years we have successfully requested special fees, and we hope that our strong record of financial stewardship makes clear that we are capable of managing the level of budget that accompanies special fees.

BUDGET DETAIL

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(27,166.09)	\$27,166.09	\$24,822.38			
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
6240	<i>SRC Poster Session Setup and Moving, SRC</i>	\$(1,390.97)	\$1,390.97	\$1,033.82			
Casual Labor (Undergraduate Special Fees/Annual)	<i>Student Photography, SRC Meal Setup and Moving Services</i>						
6310	<i>Travel and Stay</i>	\$(839.20)	\$839.20	\$839.20			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	<i>SRC Opening and Closing Ceremony Media Tech Services</i>	\$(348.27)	\$348.27	\$348.27			
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>Food for Kickoff Event, Workshops, Mentorship Program/Dinners, SRC Meals, Food for Boot Camp Course, Welcome Dinner SURA Board, Mid-Year SURA Core Dinner, Catering for SRS (Stanford Research Symposium)</i>	\$(10,798.93)	\$10,798.93	\$10,148.55			
Event Food (Undergraduate Special Fees/Annual)							
7080	<i>SRC Folders, Printing programs, Water Bottles, String Bags, Nametags, Abstracts, Gifts for Speakers and Workshop Faculty SRC, Nametags for Workshops and Mentorship Program</i>	\$(4,069.97)	\$4,069.97	\$3,435.96			
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
7150	<i>General Supplies Tape and Mentorship Program, SRC Conference Banner, Photo Backdrop, Pens, Stickers, Promotional Banners</i>	\$(647.20)	\$647.20	\$303.03			
Office Supplies (Undergraduate Special Fees/Annual)							
7220	<i>Activities Fair Flyers, Annual Kickoff Flyers, 6 Workshop Flyers, Mentorship Program Flyers, SRC Flyers, Bootcamp Flyers</i>	\$(881.16)	\$881.16	\$881.16			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	<i>SRC Tables, SRC Poster Board Stands</i>	\$(1,410.91)	\$1,410.91	\$1,410.91			
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>SRC Meal Facilities, Annual Kickoff Event Facilities, Mentorship Program Kickoff Event Facilities, Activities Fair Table Fee</i>	\$(3,191.90)	\$3,191.90	\$3,147.90			
Facilities Rental (Undergraduate Special Fees/Annual)							
7520	<i>SRC Meal Facility Janitorial</i>	\$(1,311.25)	\$1,311.25	\$1,311.25			
Facilities Janitorial (Undergraduate Special Fees/Annual)							
7710	<i>Travel Grants, Travel to Harvard's National Collegiate Research Conference, Zipcar</i>	\$(2,276.33)	\$2,276.33	\$1,962.33			
Travel Fares (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(27,166.09)	\$27,166.09	\$24,822.38			

ACCOUNT BALANCES

Account		Balance
2-8175-1-0-2800	STANFORD UNDERGRADUATE RESEARCH ASSOCIATION	\$12,970.40
2-8175-2-5-6240	SURA ANNUAL GRANT CASUAL LABOR	\$1,326.00
2-8175-2-5-6310	SURA SPEC FEE HONORARIA FEES	\$800.00
2-8175-2-5-6320	SURA ANNUAL GRANT TECHNICAL SERVICES	\$332.00
2-8175-2-5-6560	SURA ANNUAL GRANT EVENT FOOD	\$7,459.07
2-8175-2-5-7080	SURA ANNUAL GRANT EVENT SUPPLIES	\$3,705.86
2-8175-2-5-7150	SURA ANNUAL GRANT OFFICE SUPPLIES	\$614.24
2-8175-2-5-7220	SURA ANNUAL GRANT MARKETING COPIES	\$579.98
2-8175-2-5-7420	SURA ANNUAL GRANT EQUIPMENT RENTAL	\$1,345.00
2-8175-2-5-7510	SURA ANNUAL GRANT FACILITIES RENTAL	\$3,042.80
2-8175-2-5-7520	SURA ANNUAL GRANT JANITORIAL	\$1,250.00
2-8175-2-5-7710	SURA ANNUAL GRANT TRAVEL FARES	\$1,723.74
2-8175-9-0-2820	SURA ANNUAL GRANT RESERVE	\$16,413.29