

Status: **Recommended with Modifications**

Financial Officer: Nancy Song

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(57,142.00)	\$34,125.00	\$20,807.50	\$20,807.50		
Undergraduate Special Fees		\$34,125.00	\$20,807.50	\$20,807.50		
5760 - Event Services	\$(19,020.00)	\$4,800.00	\$280.00	\$280.00		
6500 - Training Mat	\$(390.00)	\$300.00	\$210.00	\$210.00		
6560 - Event Food	\$(20,410.00)	\$15,700.00	\$10,990.00	\$10,990.00		
7150 - Office Supplies	\$(2,080.00)	\$1,600.00	\$1,120.00	\$1,120.00		
7180 - Educational Literature	\$(78.00)	\$60.00	\$42.00	\$42.00		
7200 - General Marketing Expenses	\$(1,950.00)	\$1,500.00	\$1,050.00	\$1,050.00		
7410 - Equipment Purchase (Non-Cap)	\$(8,898.00)	\$6,845.00	\$4,791.50	\$4,791.50		
7710 - Travel Fares	\$(260.00)	\$200.00	\$140.00	\$140.00		
7720 - Gas	\$(2,912.00)	\$2,240.00	\$1,568.00	\$1,568.00		
7730 - Car / Van Rental	\$(754.00)	\$580.00	\$406.00	\$406.00		
7740 - Accomodations	\$(390.00)	\$300.00	\$210.00	\$210.00		
[All Expense Total]	\$(57,142.00)					

QUESTIONS & ANSWERS

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

Yes we have and each time we have succeeded. In 2014 we received \$33,525, in 2015 we received \$29,790, in 2016 we received \$32775, in 2017 we received \$24,400.

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 an increase. Details are fully explained in the downloaded spreadsheet. Essentially, we ran out of money in equipment, car/van rental, gas and had to request for more money from our reserves in funding application #18941. We are also trying to reach out to more people in the East San Jose community through radio advertisements in which the lowest pricing was ~\$650 (\$10/3x per weekday, for a month); documentation for this ad has been submitted through the Annual Grant documentation upload portal. The reason we want this ad is because we want to reach the Vietnamese community in East San Jose who are a vulnerable population in terms of healthcare. We also wanted to participate in the Vietnamese Festival to further reach out to community. This required an additional \$400 had to be pulled out of reserves in funding application #19064. We have also organized a Spring Banquet for undergrads, med students, physicians, residents, members of the Stanford community to celebrate the Cardinal Free Clinics and spread the word about what we do in order to get more support some time in the future for our clinics. For this banquet, an additional \$4,400 had to be pulled out of reserves in funding application #20153. These are all additions we want to include in the next Special Fee application.

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

The Mission of Cardinal Free Clinics is to provide culturally appropriate, high quality transitional medical care for an underserved patient population and to educate and empower a new generation of health care leaders to proactively address health disparities and improve access to care in their communities.

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

We plan to advertise our events/program through Activities Fairs, mailing lists, information sessions.

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.

CFC is the umbrella group of Pacific Free Clinic and Arbor Free Clinic. Half of this application is dedicated to Pacific Free Clinic and half is for Arbor Free Clinic. Anoop Manjuna is the other FO for Arbor Free Clinic, and I'm Sawa, the FO of Pacific Free Clinic. Anoop's contact info is Amanjuna@stanford.edu.

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

Cardinal Free Clinics currently has \$31,166 in reserve and has always had this buffer in reserve. This is all that the FO is currently aware of.

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

The three largest items are Event Food, equipment, and transportation (gas, car/van rental). Event Food covers the cost of breakfast and lunch to all clinic volunteers (students and physicians) at each clinic day every Sunday from 9AM to 5PM (~50 volunteers per day and 52 Sunday clinics a year, so at \$7 per person for 104 meals per year totals \$36,000). Professional volunteers including physicians, residents and nurses spend their precious time off with the clinic; food improves volunteer recruitment and retention, builds community, education, mentorship, and sustains volunteers throughout the day. Event food will also cover snacks for training and professional development events to build volunteer's skills and team cohesiveness. Equipment is our next biggest cost as it is what allows us to provide the services we need to provide as a clinic. This includes medical supplies such as needles, blood collection tubes, tourniquets, thermometer covers, masks, gauze, cotton balls, exam room bed covers, band-aids, ultrasound gel, PPD solution, albuterol inhalers, cholesterol and glucose test strips, gloves, hand sanitizer, etc. for regularly clinic days and health screening events in the greater Bay Area community. Also, includes general supplies such as storage cabinets, carts, shelves, printers, hand sanitizers, sharps container, power strips, plastic cups for general clinic maintenance. Gas and car/van rentals allow for volunteers to be able to make it to clinic. Covers gas reimbursement for the 45 mi. round trip from campus to clinic or to community health awareness & screening events in San Jose. Drivers are required to take at least two other passengers in order to be reimbursed. Amount budgeted based on last year's annual grant for 48 Saturday clinic days/year. Make, model, and year of car may vary, since volunteers drive their own vehicles, but a flat reimbursement rate is applied regardless of car type.

What is the average attendance at your events?

Both Arbor and Pacific Free Clinics hold separate weekly clinic days in which there are about 50 volunteers each week. Arbor and Pacific function all year around.

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

Every week, undergraduates have the opportunity to shadow med students and doctors and the whole clinical process by volunteering at the clinics. This provides an enriching experience for those who are interested in pursuing a career in healthcare. Additionally, the clinics hold workshops during the year about how to best work with patients, and social events to create a community amongst people committed to increasing the access and equal quality of healthcare to everyone.

Why are you requesting Special Fees?

We are requesting Special Fees because that is the main and only source of our weekly operations including transportation for undergraduate volunteers to arrive at clinic, lunch and breakfast for our undergraduate volunteers, and medical equipment so that our volunteers can provide the needed care services that the Clinics advertise.

BUDGET DETAIL

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific	\$(33,825.00)	\$34,125.00	\$20,807.50	\$20,807.50		

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
5760	\$(400.00)	\$400.00	\$280.00	\$280.00		

Event Services
(Undergraduate Special Fees/Annual)
For Pacific Clinic. As part of the community events next quarter we are hoping to have a booth at a Vietnamese New Year Festival. This is a three-day event in February held in part by UStar productions. (More info here <https://www.facebook.com/UStarProductions2012/>). The booth for non-profit organizations costs \$600 for the full three days, but UStar agreed to reduce our fee to \$400. additional \$400 had to be pulled out of reserves in funding application #19064

5760	\$(4,400.00)	\$4,400.00	\$0.00	\$0.00		
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Event Services
(Undergraduate Special Fees/Annual)
This represents an additional cost: additional \$4,400 had to be pulled out of reserves in funding application #20153. We organized a Spring Banquet for undergrads, med students, physicians, residents, members of the Stanford community to celebrate the Cardinal Free Clinics and spread the word about what we do in order to get more support some time in the future for our clinics. We will need \$800 for reserving Tresidder Oak Lounge, \$500 for video and audio needs (Using the capabilities listed on the website for the space: <https://sal.stanford.edu/plan-event/find-venue/performance-and-large-spaces/tresidder-oak-lounge> Rental from meeting services: LCD projector, podium & microphone, sound system, 8' projector screen), \$2500 to cater from Coupa Cafe for 350 people at \$7 each, \$200 for print outs for the event such as invitations and banners, \$400 for linens and decorations for the event (decorations will come from party supply stores (Diddams), linens are for the tables already includ

6500	\$(120.00)	\$120.00	\$84.00	\$84.00		
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Training Mat
(Undergraduate Special Fees/Annual)
For Arbor Clinic. Covers the cost of training of patient advocates and physician volunteers from Stanford Hospital and Clinics, Spanish and Mandarin interpreters from undergraduate, graduate, and local communities to assist physicians and patient advocates during Sunday clinics, as well as Steering Committee members from both the undergraduate and graduate student populations. Amount budgeted will cover training materials, such as handouts, binders, course enrollment fees, pocket dictionaries, recruitment fliers, and other recruitment costs.

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(33,825.00)	\$34,125.00	\$20,807.50	\$20,807.50		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
6500 Training Mat (Undergraduate Special Fees/Annual)	<i>For Pacific Clinic. Covers the cost of training undergraduate and graduate volunteers as Spanish, Vietnamese, and Mandarin interpreters to assist physicians and patient advocates during Saturday clinics. Amount budgeted will cover training materials, course enrollment fees, and creation/printing/purchasing of pocket dictionaries (Spanish, Vietnamese, and English). Will also cover printed and hand-on training materials for Health Educators and volunteers to properly relay their knowledge to patients. Will also cover production costs for training videos that instruct volunteers on clinic protocols such as electronic medical record usage. Finally, amount budgeted will fund training materials for Steering Committee members, who are learning to oversee the clinic; and preclinical volunteers, who are learning to conduct patient interviews, from both the undergraduate and graduate student populations.</i>	\$(180.00)	\$180.00	\$126.00	\$126.00		
6560 Event Food (Undergraduate Special Fees/Annual)	<i>For Pacific Clinic. Covers cost of food for all clinic volunteers (undergraduate, graduate, medical students, and physicians) on clinic days, which take place every Saturday except holidays (~40 volunteers/day at \$3.75/person and 48 Saturdays/year at \$7 per meal and 96 meals per year totals \$33,600). This covers the cost of breakfast, lunch, and water, since clinic days run from 8:00 AM-3:00 PM. Breakfast is purchased through a bulk contract with Izzy&#39;s Brooklyn Bagels on California Ave., Palo Alto (20 bagels + 2x8 oz. cream cheese for \$29.20 per day, incl. tax). PFC is able to obtain Vietnamese sandwiches at a discount (approx \$2.75/person) to provide inexpensive lunches to its volunteers, and we adjust the lunch order every clinic day according to the exact number of volunteers present to minimize food waste. An additional \$300 had to be pulled out of reserves in funding application #20084 to pay for workshop food.</i>	\$(9,240.00)	\$9,540.00	\$6,678.00	\$6,678.00		
6560 Event Food (Undergraduate Special Fees/Annual)	<i>For Arbor Clinic. Covers the cost of breakfast and lunch to all clinic volunteers (students and physicians) at each clinic day every Sunday from 9AM to 5PM (~50 volunteers per day and 52 Sunday clinics a year, so at \$7 per person for 104 meals per year totals \$36,000). Breakfast consisting of fruit and coffee, is obtained by a coordinator prior to clinic hours and nominally capped at \$10 total (\$0.20/person). Clinic lunch consisting of sandwich food platters is obtained by a volunteer on the day of clinic and capped at \$140 (\$2.80/person). All prices have been negotiated down. Professional volunteers including physicians, residents and nurses spend their precious time off with the clinic; food improves volunteer recruitment and retention, builds community, education, mentorship, and sustains volunteers throughout the day. Event food will also cover snacks for training and professional development events to build volunteer&#39;s skills and team cohesiveness.</i>	\$(6,160.00)	\$6,160.00	\$4,312.00	\$4,312.00		

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(33,825.00)	\$34,125.00	\$20,807.50	\$20,807.50		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7150 Office Supplies (Undergraduate Special Fees/Annual)	<i>For Pacific Clinic. Covers general office supplies for use by clinic front desk and other departments for general upkeep of clinic space (i.e. paper, drum units and toner for printer, lamination supplies, filing and storage supplies, pens, markers, labels, tape, staples, garbage bags, hand sanitizer, cleaning supplies, name tag holders, cups for drinking water, etc.) This value accommodates ongoing focused quality improvement efforts to streamline storage and organization in the clinics, which are allowing volunteers to more efficiently conduct tasks while collaborating with each other and serving patients. Long-term, investment in these materials will reduce costs by allowing us to use existing supply & equipment inventory more efficiently.</i>	\$(960.00)	\$960.00	\$672.00	\$672.00		
7150 Office Supplies (Undergraduate Special Fees/Annual)	<i>For Arbor Clinic. Covers general office supplies (such as paper and toner for printer, filing supplies, pens, post-its, binders, chart folders and fasteners, binders, tape, staples, extension cords, cables, etc.). Office supplies (pens, staples, paper, post-its, binders etc.) are used by patient advocates and volunteers for preparing training material and information packets.</i>	\$(640.00)	\$640.00	\$448.00	\$448.00		
7180 Educational Literature (Undergraduate Special Fees/Annual)	<i>Health education materials and cost of printing and providing them for patients and community members at health fairs and the clinic. Topics covered include hypertension, high cholesterol, obesity, hepatitis B, diabetes, and other chronic conditions).</i>	\$(60.00)	\$60.00	\$42.00	\$42.00		
7200 General Marketing Expenses (Undergraduate Special Fees/Annual)	<i>For Pacific Clinic. Covers the cost of printing brochures and other communications materials to inform the Stanford and Bay Area Community about PFC's services and other resources. Will cover cost of advertisements (fliers, radio) targeted at underserved communities in the Bay Area. Will also cover cost of bi-yearly Cardinal Free Clinic newsletters, which are distributed to volunteers & community partners as an informational and fundraising tool (~100 hard copies + electronic distribution). In addition, will cover advertisements to undergraduate and graduate students interested in volunteering at PFC and related health fairs (fliers, banners, information packets, etc). While much of our advertising to potential student volunteers is now conducted electronically, our target patient populations do not necessarily have daily Internet access, and therefore hard copies of materials are still required. Since we have 48 Saturday clinics and dozens of community health events per year,</i>	\$(1,180.00)	\$1,180.00	\$826.00	\$826.00		
7200 General Marketing Expenses (Undergraduate Special Fees/Annual)	<i>For Arbor Clinic. Covers the cost of printing Arbor brochures and other community materials to inform the Stanford and Bay Area community about our services and other resources. It covers cost of print advertisements and fliers, targeting at-risk communities in the Bay Area. Covers cost of monthly Cardinal Free Clinic newsletters which are sent to sponsors, donors, and community as an informational and fundraising tool.</i>	\$(320.00)	\$320.00	\$224.00	\$224.00		

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(33,825.00)	\$34,125.00	\$20,807.50	\$20,807.50		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7410	<i>For Pacific Clinic. General medical supplies such as phlebotomy needles, blood collection tubes, tourniquets, masks, gauze, biohazard bags, glucose test strips, gloves, hand sanitizer, medical examination instruments, etc. These items are used for regular clinic days to administer to patients's needs and train student volunteers. They are also used at community health screening events. General clinic supplies such as sharps containers, carts for transporting samples & materials, and small furniture items will also be covered in this category. An increase in the number of community health events we staff will require more funding, but since we have invested in long-term use equipment over the last few years, our spending on long-term items is projected to decrease. Equipment is stored in locked spaces at Overfelt High School in East San Jose, where the clinic operates. additional \$2545 had to be pulled out of reserves in funding application #18941</i>	\$(5,125.00)	\$5,125.00	\$3,587.50	\$3,587.50		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
7410	<i>For Arbor Clinic. Medical supplies such as needles, blood collection tubes, tourniquets, thermometer covers, masks, gauze, cotton balls, exam room bed covers, band-aids, ultrasound gel, PPD solution, albuterol inhalers, cholesterol and glucose test strips, gloves, hand sanitizer, etc. for regularly clinic days and health screening events in the greater Bay Area community. Also, includes general supplies such as storage cabinets, carts, shelves, printers, hand sanitizers, sharps container, power strips, plastic cups for general clinic maintenance.</i>	\$(1,720.00)	\$1,720.00	\$1,204.00	\$1,204.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
7710	<i>For Arbor Clinic. Will subsidize costs for 2 Steering Committee members to attend the international conference for Student Run Free Clinics. It is essential for us to participate in this conference to expose ourselves to new ideas from free clinics around the world and to present the successful projects of PFC volunteers. For the 2018 conference we have 5 abstracts accepted for presentation.</i>	\$(80.00)	\$80.00	\$56.00	\$56.00		
Travel Fares (Undergraduate Special Fees/Annual)							
7710	<i>Will subsidize costs for 2 Steering Committee members to attend the international conference for Student Run Free Clinics. It is essential for us to participate in this conference to expose ourselves to new ideas from free clinics around the world and to present the successful projects of PFC volunteers. For the 2018 conference we have 5 abstracts accepted for presentation.</i>	\$(120.00)	\$120.00	\$84.00	\$84.00		
Travel Fares (Undergraduate Special Fees/Annual)							
7720	<i>For Pacific Clinic. Covers gas reimbursement for the 45 mi. round trip from campus to clinic or to community health awareness & screening events in San Jose. Drivers are required to take at least two other passengers in order to be reimbursed. Amount budgeted based on last year's annual grant for 48 Saturday clinic days/year. Make, model, and year of car may vary, since volunteers drive their own vehicles, but a flat reimbursement rate is applied regardless of car type. An additional \$1100 had to be pulled out of reserves in funding application #18941</i>	\$(2,240.00)	\$2,240.00	\$1,568.00	\$1,568.00		
Gas (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(33,825.00)	\$34,125.00	\$20,807.50	\$20,807.50		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7730	<i>For Arbor Clinic. Covers cost of renting zipcar, membership for zipcar, uber rides, lyft rides, or other transportation rentals needed to transport volunteers to the clinic and commuity outreach events if no Stanford driver is able to carpool with the volunteer.</i>	\$(300.00)	\$300.00	\$210.00	\$210.00		
Car / Van Rental (Undergraduate Special Fees/Annual)							
7730	<i>Covers cost of renting zipcar, membership for zipcar, uber rides, lyft rides, or other transportation rentals needed to transport volunteers to the clinic and commuity outreach events if no Stanford driver is able to carpool with the volunteer. additional \$280 had to be pulled out of reserves in funding application #18941.</i>	\$(280.00)	\$280.00	\$196.00	\$196.00		
Car / Van Rental (Undergraduate Special Fees/Annual)							
7740	<i>For Arbor Clinic. The Society of Student-run Free Clinics (SSRFC) conference is a two-night conference, so this fund will cover the hotel cost of the two Steering Committee members at the conference. Each day of the conference consists of presentations, workshops, and other interactions with the leaders of other student-run free clinics around the world, so it is essential for the Steering Committee members to stay at the conference for both days.</i>	\$(120.00)	\$120.00	\$84.00	\$84.00		
Accomodations (Undergraduate Special Fees/Annual)							
7740	<i>For Pacific Clinic. The Society of Student-run Free Clinics (SSRFC) conference is a two-night conference, so this fund will cover the hotel cost of the two Steering Committee members at the conference. Each day of the conference consists of presentations, workshops, and other interactions with the leaders of other student-run free clinics around the world, so it is essential for the Steering Committee members to stay at the conference for both days.</i>	\$(180.00)	\$180.00	\$126.00	\$126.00		
Accomodations (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(33,825.00)	\$34,125.00	\$20,807.50	\$20,807.50		

ACCOUNT BALANCES

Account		Balance
2-8794-1-0-2800	CARDINAL FREE CLINICS	\$110.45
2-8794-1-0-2830	THE PACIFIC FREE CLINIC STANFORD FUND	\$0.00
2-8794-2-5-2820	PACIFIC FREE CREDIT CARD LIMIT - RESERVE	\$5,000.00
2-8794-2-5-5760	PACIFIC FREE SPEC FEE EVENTS SERVICES	\$0.00
2-8794-2-5-6500	PACIFIC FREE SPEC FEE TRAINING MAT	\$0.00
2-8794-2-5-6560	PACIFIC FREE SPEC FEE EVENT FOOD	\$0.00
2-8794-2-5-7150	PACIFIC FREE SPEC FEE OFFICE SUPPLIES	\$0.00
2-8794-2-5-7180	PACIFIC FREE SPEC FEE ED LITERATURE	\$0.00
2-8794-2-5-7200	PACIFIC FREE SPEC FEE GEN MKTG EXP	\$0.00
2-8794-2-5-7410	PACIFIC FREE SPEC FEE EQUIP (NON-CAP)	\$0.00
2-8794-2-5-7710	PACIFIC FREE SPEC FEE TRAVEL FARES	\$0.00
2-8794-2-5-7720	PACIFIC FREE SPEC FEE GAS	\$0.00
2-8794-2-5-7730	CARDINAL FREE CLINICS ANNUAL GRANT CAR/VAN REN	\$0.00
2-8794-2-5-7740	PACIFIC FREE SPEC FEE ACCOMODATIONS	\$0.00
2-8794-9-0-2820	PACIFIC FREE RESERVE	\$29,872.09