

Status: **Recommended As-is**

Financial Officer: Adam Rami Abushaer

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(9,175.00)	\$7,855.00	\$7,855.00			
Undergraduate Special Fees		\$7,855.00	\$7,855.00			
5760 - Event Services	\$(1,600.00)	\$1,600.00	\$1,600.00			
6310 - Honoraria Fees	\$(2,150.00)	\$2,150.00	\$2,150.00			
6330 - Janitorial Services	\$(100.00)	\$100.00	\$100.00			
6560 - Event Food	\$(4,465.00)	\$3,455.00	\$3,455.00			
7080 - Event Supplies Expenses	\$(860.00)	\$550.00	\$550.00			
[All Expense Total]	\$(9,175.00)					

QUESTIONS & ANSWERS

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

Yes, we applied just last year, and our application was successful and provided us with the money needed to run smoothly this 2017-2018 year.

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 slight increase from the amount we are requesting this year and the amount we were granted last year (8,635.00 last year), and the only reason there is a slight increase is to account for the difference in prices we found that we had to pay last year, and that extra amount of money ensures that our predictable costs won't exceed our budget on accident.

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

Our group attempts to unite people who share similar cultural and linguistic backgrounds and encourage them to engage with each other and explore the diversity within our communities. Furthermore, we attempt to expand the cultural awareness of the Stanford Community, allow platforms for engagement with Arab culture, and hopefully in the process dispel misunderstandings about our community.

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

Our 3 largest line items is: 1. Food for the spring fair, which is our largest event and takes up to 2/3rds of our budget, 2. Honoraria requests, as we have been unable to pay our speakers a significant amount for their time, and 3. Food for the ASAS beginning of the year banquet, which has proven to be a great way to build the ASAS community as it provides for at least 30 people

What is the average attendance at your events?

Depends on the event:
 Spring Fair brings in around 300-400 people
 Barbecue brings around 60-80 people
 Arabian Nights has around 30 people attend
 Study/Game/Movie nights brings around 20 people

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

We make sure to emphasize the importance of including the Stanford community by requesting our members to bring their friends to any events we host while also sending out emails to our general mailing list that we encourage our members to send out to their dorms. The Markaz also assists in publicizing our events, especially for our Spring Cultural Fair

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 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

We simply have our 2800 account which is almost entirely a result of cosponsorship money for events like our spring fair.

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

We host Arabian Nights monthly where we provide food, drinks, and music to have a small, casual setting for people on campus to socialize and connect the Arab community. We also hold a variety of events such as game nights, study nights, and movie nights that foster growth and also showcase Arab culture.

Why are you requesting Special Fees?

We would like to receive special fees to ensure that our largest event, the Spring Arab Cultural Fair, is able to proceed and spread cultural awareness to all of campus, while also allowing our club to host smaller events throughout the year meant to connect our community to all of Stanford's community.

BUDGET DETAIL

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(7,855.00)	\$7,855.00	\$7,855.00			
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
5760	<i>Payment for equipment such as tables, chairs, umbrellas, and crew services for the Spring Fair</i>	\$(1,600.00)	\$1,600.00	\$1,600.00			
Event Services (Undergraduate Special Fees/Annual)							
6310	<i>Payment for musical performances and henna booth artists</i>	\$(550.00)	\$550.00	\$550.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6310	<i>Payment for a speaker that we bring in yearly to speak about issues relating to the Arab community</i>	\$(1,600.00)	\$1,600.00	\$1,600.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6330	<i>To help clean up the event after its finished</i>	\$(100.00)	\$100.00	\$100.00			
Janitorial Services (Undergraduate Special Fees/Annual)							
6560	<i>Food such as falafel, salad, skewers, drinks, etc for the BBQ</i>	\$(515.00)	\$515.00	\$515.00			
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>Arabian Nights is a social gathering that is held at least once a month throughout the year. This requested amount is for food such as baklava and tea and is meant to be divided among those monthly events.</i>	\$(540.00)	\$540.00	\$540.00			
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>Money to pay for all food provided during the annual Spring Cultural Fair hosted by ASAS. an event open to all of campus</i>	\$(2,400.00)	\$2,400.00	\$2,400.00			
Event Food (Undergraduate Special Fees/Annual)							
7080	<i>Napkins, plates, speakers, cutlery, table cloths, etc</i>	\$(410.00)	\$410.00	\$410.00			
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
7080	<i>Supplies such as charcoal, plates, napkins, utensils, etc</i>	\$(140.00)	\$140.00	\$140.00			
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(7,855.00)	\$7,855.00	\$7,855.00			

ACCOUNT BALANCES

Account		Balance
2-6432-1-0-2800	ARAB STUDENT ASSOCIATION	\$437.76
2-6432-1-0-2830	ARAB STUDENT ASSOCIATION STANFORD FUND	\$0.00
2-6432-2-5-5760	ASAS ANNUAL GRANT EVENT SERVICES	\$1,580.00
2-6432-2-5-6310	ASAS ANNUAL GRANT HONORARIA	\$1,950.00
2-6432-2-5-6330	ASAS ANNUAL GRANT JANITORIAL	\$100.00
2-6432-2-5-6560	ASAS ANNUAL GRANT EVENT FOOD	\$3,081.27
2-6432-2-5-7080	ASAS ANNUAL GRANT EVENT SUPPLIES	\$730.00