

Funding Application: Undergraduate Senate [AGU-000121]

Student Organization
Alternative Spring Break

Program Title
Alternative Breaks @ Stanford Annual Grant 19-20

Start Date

End Date

Academic Year
2019-2020 Academic Year

Grant Type
Annual

Funding Line(s)

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
1	01-6868-30-2990 (Annual Grants - Travel - VSO)	Public transit passes for the few trips that use public transit as their primary mode of transport instead of rental vans (documentation, "PubTransit": weekly DC metro pass =\$60/person x 14 people = ~\$840 per trip that uses public transit)				\$1,500.00	\$1,500.00	\$1,500.00
2	01-6868-30-2990 (Annual Grants - Travel - VSO)	Parking, tolls, and other related expenses for the 15+ service-learning trips ASB is expected to offer during the '19-'20 year. Trips that use vans often have to pay for parking and/or tolls along their route.				\$500.00	\$500.00	\$500.00
3	01-6868-30-2960 (Annual Grants - Meeting Food - VSO)	Snacks for ASB leader meetings				\$200.00	\$200.00	\$200.00
4	01-6868-30-2900 (Annual Grants - Honoraria - VSO)	Honoraria or substitute gifts are presented to guest speakers who come to campus as part of the fall quarter		Spring Break trips		\$1,900.00	\$1,900.00	\$1,900.00

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
		directed reading class & to a few particularly helpful speakers/community organizations during spring break trip. \$160 avg/trip						
5	01-6868-30-2900 (Annual Grants - Honoraria - VSO)	Honoraria or substitute gifts are presented to guest speakers who come to campus as part of the fall quarter directed reading class & to a few particularly helpful speakers/community organizations during fall break trip. \$100 avg/trip		Thanksgiving Break trips		\$300.00	\$300.00	\$300.00
6	01-6868-30-2920 (Annual Grants - Event Food & Supplies - VSO)	Supplies Spring break trips will need to conduct community service projects to provide experiential learning opportunities and community connections.		spring break trips		\$500.00	\$500.00	\$500.00
7	01-6868-30-2920 (Annual Grants - Event Food & Supplies - VSO)	Supplies Thanksgiving break trips will need to conduct community service projects to provide experiential learning opportunities and community connections.		thanksgiving break trips		\$100.00	\$100.00	\$100.00
8	01-6868-30-2950 (Annual Grants - Office Supplies - VSO)	Office supplies are needed to facilitate winter directed reading. These include journals and handbooks which are important during the spring break trip to emphasize communication & reflection activities from trip participants experiences.				\$450.00	\$450.00	\$450.00
9	01-6868-30-2920	Food funding subsidizes		Spring Break		\$14,400.00	\$14,400.00	\$14,400.00

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
	(Annual Grants - Event Food & Supplies - VSO)	groceries for Spring Break trips. Trip leaders make efforts to buy groceries for modest meals for the weeklong trips (~\$4 meal x 3 meals/day x 7 days x 14 people x 14 trips = ~16.5K)		trips				
10	01-6868-30-2920 (Annual Grants - Event Food & Supplies - VSO)	Retreats for ASB coordinators and trip leaders; we usually have one retreat in the fall and 2 in winter quarter. We budget for groceries to make breakfast and/or lunch, and well as snacks for shorter retreats. Attendance ~40 students				\$500.00	\$500.00	\$500.00
11	01-6868-30-2920 (Annual Grants - Event Food & Supplies - VSO)	Food funding subsidizes the food during the Thanksgiving break trips. Trip leaders make efforts to buy groceries for modest meals for the weeklong trips (~\$4 meal x 3 meals/day x 5 days x 12 people x 3 trips = ~2.1k)		Thanksgiving break trips		\$1,800.00	\$1,800.00	\$1,800.00
12	01-6868-30-2990 (Annual Grants - Travel - VSO)	Gas for spring break trips. Most of the 13+ trips offered every year leave the Bay area and travel significant distances via 2 rental vans.		Spring Break trips		\$3,900.00	\$3,900.00	\$3,900.00
13	01-6868-30-2990 (Annual Grants - Travel - VSO)	Rental vehicles from Enterprise and airport shuttles. In recent years, van rentals totaled around \$16,000 for 14 total spring break trips, each with 2 van rentals to transport 14 people per trip.		Spring break trips		\$16,100.00	\$16,100.00	\$16,100.00
14	01-6868-30-2990	Rental vehicles for		Thanksgiving		\$2,100.00	\$2,100.00	\$2,100.00

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
	(Annual Grants - Travel - VSO)	Enterprise. During the 2018 Thanksgiving break trips, van rentals totaled ~2000 for 3 thanksgiving break trips (documentation: "vans1" and "vans2")		Break trips				
15	01-6868-30-2990 (Annual Grants - Travel - VSO)	To subsidize plane tickets based on need. 5 ASB trips during the '18-'19 year require air travel, which is an increase from previous years. (documentation "flights": ~30k was spent on air travel for ASB in 2018.)				\$21,000.00	\$21,000.00	\$21,000.00
16	01-6868-30-2990 (Annual Grants - Travel - VSO)	Zipcars to run miscellaneous errands that support ASB programming (documentation, "zipcar": receipt from one zipcar expense used to support org functions)				\$130.00	\$130.00	\$130.00
17	01-6868-30-2990 (Annual Grants - Travel - VSO)	Accommodations for fall break trips in places including community centers, churches, community member houses, or sometimes AirBnBs. If housing is free, we give hosts a small substitute gift of about \$50-\$150. (Documentation: "AirBnB2")		Thanksgiving Break trips		\$1,200.00	\$1,200.00	\$1,200.00
18	01-6868-30-2990 (Annual Grants - Travel - VSO)	Accommodations, sometimes in rental homes. If housing is free, we provide these generous hosts with small substitute gifts in range of \$150-\$250 for a week's stay for a group of 14		Spring Break Trips		\$7,000.00	\$7,000.00	\$7,000.00

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		(documentation "AirBnB" receipt, avg. cost AirBnB for 1wk)						
19	01-6868-30-2990 (Annual Grants - Travel - VSO)	Gas for Thanksgiving break trips, which usually stay in Bay Area. Two cars are used per trip. Travel is essential to the community service and experiential learning mission of the program. (Docs. "gas1 ; gas2" ~avg. cost per trip for gas)		Thanksgiving break trips		\$475.00	\$475.00	\$475.00

	Requested	Recommended
Totals	\$74,055.00	\$74,055.00
Final Allocation		\$74,055.00

Questions

Question	Answer
Please provide four contacts for your group (two must be graduates if also applying for Graduate Annual grants). These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.	Jenny Han, co-president, undergrad, jlhan@stanford.edu, 408-368-4798; Javier Aguayo, undergrad co-president, jaguayo2@stanford.edu, 510-866-5153; Janelle Miller, undergrad, Financial Officer, millerjm@stanford.edu, 618-581-5627; Naomi Gregorio, undergrad, Trip coordinator, naomigcg@stanford.edu, 310-619-8190
Are you also applying for Graduate Annual Grants?	No
Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:	We provide service-learning classes and Thanksgiving/Spring Break service-learning trips which are available to undergraduate students who choose to be a part of our program. Every year, there are approximately 2-4 trips during Thanksgiving break and 12-16 trips during Spring Break, each with a maximum of 14 students. Our programs provide undergraduate students the opportunity to explore public service through service-learning opportunities. With the Special Fees funding, we cover expenses for classroom supplies, meeting and trip food, transportation, and accommodations for program participants, as well as appropriately compensate guest speakers and organizations with modest honorariums.
If you are an umbrella group, please list the groups for which you are applying for Annual grants, their ASSU account numbers, and contact information for their financial officers.	N/A
How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with	We publicize our Thanksgiving Back program and Alternative Spring Break program

Question	Answer
Events at Stanford?	through our website (asb.stanford.edu), physical flyering in locations across campus, information sessions throughout the application season, social media, email listservs, and word-of-mouth.
What is the average attendance at your events?	Over 200 students participate in the ASB program annually, either as participants on the Thanksgiving and/or Spring Break trips, trip leaders, or as program coordinators.
Have you applied for Annual Grants in the past 3 years? If so, please detail the outcome of each attempt.	Yes, ASB has applied for and received Annual Grant funding for the past 3 years and beyond. We have maintained a steady budget for the past 3 years.
What events/programs does your group hold throughout the year for the Stanford community?	We provide service-learning classes and Thanksgiving/Spring Break service-learning trips which are available to undergraduate students who choose to be a part of our program. Every year, there are approximately 2-4 trips during Thanksgiving break and 12-16 trips during Spring Break, each with a maximum of 14 students. Our programs provide undergraduate students the opportunity to explore public service pathways through service-learning opportunities. Furthermore, we recruit students to join our programs as program coordinators and co-leaders.
What are the three largest line item requests in your budget and why?	Car/Van Rental, Travel Fares (plane tickets), and Event Food are our largest line item requests because the 14-18 Alternative Spring Break programs and 2-4 Thanksgiving Back trips require transportation (car/van rentals and airfare for out of state programs) and food for the trips which are on average a week long with 14 people per trip.
Why are you requesting Annual Grants?	We require Annual Grants funding to fund our service-learning trips and accompanying academic courses.
If you applied for Annual Grants last year, is there an increase in the amount you're seeking this year? If so, why?	Yes, there is a <4% increase requested, primarily because of our expectation that there will be sustained interest in offering ASB trips that require air travel. Because we wish to be able to continue offering subsidized plane tickets for students who have financial need, we expect an increase in this expense.

History

Date	Assignment Group	Assignee	Action	Comments
15-JAN-2019 01:55 PM	In Progress	millerjm	FO Submitted	
22-JAN-2019 02:42 PM	Funding Admin		Withdrawn	
24-JAN-2019 02:36 PM	In Progress	millerjm	FO Submitted	
24-JAN-2019 04:23 PM	Funding Admin		Assigned	
04-FEB-2019 04:56 PM	Funding Committee	lelias21	Approved	
04-FEB-2019 05:00 PM	Legislative Body		Assigned	
11-FEB-2019 12:49 PM	Legislative Body	lelias21	Approved	
18-FEB-2019 07:28 PM	Accountant			

