

Status: **Recommended As-is**

Financial Officer: Gabriella Godines 956-744-2

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(92,610.00)	\$82,180.00	\$82,180.00			
Undergraduate Special Fees		\$82,180.00	\$82,180.00			
6310 - Honoraria Fees	\$(3,600.00)	\$3,100.00	\$3,100.00			
6500 - Training Mat	\$(500.00)	\$500.00	\$500.00			
6560 - Event Food	\$(19,250.00)	\$16,600.00	\$16,600.00			
7080 - Event Supplies Expenses	\$(1,650.00)	\$1,120.00	\$1,120.00			
7150 - Office Supplies	\$(360.00)	\$360.00	\$360.00			
7710 - Travel Fares	\$(20,000.00)	\$20,000.00	\$20,000.00			
7720 - Gas	\$(9,600.00)	\$8,100.00	\$8,100.00			
7730 - Car / Van Rental	\$(25,500.00)	\$22,000.00	\$22,000.00			
7740 - Accomodations	\$(12,150.00)	\$10,400.00	\$10,400.00			
[All Expense Total]	\$(92,610.00)					

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 maintained a steady budget.

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

No

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

Classes and Thanksgiving/Spring Break trips available to students who choose to apply to be a part of our program.

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

Airfare, Gas and Accomodations. Spring break and Thanksgiving trips require those.

What is the average attendance at your events?

We have 15-18 Spring Break trips and 3-5 Thanksgiving trips every year, each trip hosting about 10-12 students and 2 co-leaders. This means 250-300 students are involved in the program.

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

Mostly through our website, e-flyering, word-of-mouth, Facebook events and publicity, etc.

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 group

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

Assets: 231736.37
Of those total assets, reserves: 102333.09
No other funding

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

We ask people to apply for ASB/TGB trips, and also recruit people to join our program as coordinators and co-leaders.

Why are you requesting Special Fees?

We use Special Fees to fund the classes and trips.

BUDGET DETAIL

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(92,610.00)	\$82,180.00	\$82,180.00			
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
6310	<i>Honoraria or substitute gifts are presented to guest speakers who come to campus as part of the winter quarter directed reading class and to a few particularly helpful speakers/community organizations during the spring break trip. Honoraria amounts are modest, at about \$50 - \$75 per speaker. Each seminar and trip meets with ten speakers/organizations and will need \$150 on average per trip, based on previous years. \$150*18 = \$2700.</i>	\$(3,200.00)	\$2,700.00	\$2,700.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6310	<i>Honoraria or substitute gifts are presented to guest speakers who come to campus as part of the fall quarter directed reading class and to a few particularly helpful speakers/community organizations during the Thanksgiving break trip. Honoraria amounts are modest, at about \$50 - \$75 per speaker. Based on the 2015-2016 year, each TGB trip on average will need \$100, thus \$100*4 = \$400.</i>	\$(400.00)	\$400.00	\$400.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6500	<i>Training for trip leaders is a crucial component of the program. Trip leaders take a directed reading class in the Fall Quarter to specially prepare for leading their trip, and develop their Winter class structure, trip itinerary, and budget. Other topics include how to guide reflections (which is one of the highlights of ASB as a program), ethical service and leadership, group discussion techniques and group bonding ideas. Trip leaders also attend a retreat. We budget approximately \$200 for retreat expenses (handouts, materials for community building activities etc) and \$300 for trip leader handbooks.</i>	\$(500.00)	\$500.00	\$500.00			
Training Mat (Undergraduate Special Fees/Annual)							
6560	<i>Food funding subsidizes the food during the Thanksgiving break. As per our usual Spring break trips, trip leaders make all efforts to buy healthy and cheap groceries for modest meals for the weeklong trips. This benefits especially participants receiving financial aid, who otherwise will not be able to participate in the trips. Funding is necessary because Thanksgiving break groups are expected to stay together and housing accommodations usually do not provide easy access to supermarkets and dining places. Preparing meals as a group is healthier and much cheaper than shopping and eating individually. Based on the food expenses from the 2016-2016 year, we budget \$450*4 = \$1800.</i>	\$(1,800.00)	\$1,800.00	\$1,800.00			
Event Food (Undergraduate Special Fees/Annual)							

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Non Event-Specific		\$(92,610.00)	\$82,180.00	\$82,180.00			
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
6560	<i>Food funding subsidizes groceries for the spring break trips. Trip leaders make all efforts to buy healthy and cheap groceries to for modest meals for the weeklong trips. This benefits especially participants receiving financial aid, who otherwise will not be able to participate in the trips. Funding is necessary because groups are expected to stay together and housing accommodations usually do not provide easy access to dining places. Preparing meals as a group is healthier and much cheaper than shopping and eating individually. Additionally, trip leaders also try to source for cheaper food options, such as getting food from the dining halls before they leave by using participants' meals, but as food is perishable, it is not practical for trips traveling on long distances, or for trips that do not stay in the same place the entire week, to carry too much food. Based on food expenses from previous years, \$800*18 = \$14400.</i>	\$(17,050.00)	\$14,400.00	\$14,400.00			
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>Trip leaders attend a full-day working retreat in the fall, and we budget for breakfast and lunch for this date. There are approximately 40 attendees at this retreat (trip leaders and the student directors team), and we budget \$400 for this food, as well as snacks provided on rare occasions during the fall practicum course for leaders.</i>	\$(400.00)	\$400.00	\$400.00			
Event Food (Undergraduate Special Fees/Annual)							
7080	<i>Thanksgiving break trips conduct community service projects to provide experiential learning opportunities and community connections. Past projects include: preparing educational materials and presentations for a community health fair, setting up water stations in the desert, and other environmental conservation projects. Expenses would then include: poster boards, education materials, tools and clothing rentals. We budget \$100*4 = \$400.</i>	\$(400.00)	\$400.00	\$400.00			
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
7080	<i>Spring break trips will conduct community service projects to provide experiential learning opportunities and community connections. Trip leaders sometimes schedule this during their winter quarter directed reading as well to give participants a better background in the social issues they are learning about, before embarking on the spring break trip. Past projects include: preparing educational materials and presentations for a community health fair, setting up water stations in the desert, or environmental conservation projects. Expenses would then include: posterboards, education materials, tools and clothing rentals. We budget \$40*18 = \$720.</i>	\$(1,250.00)	\$720.00	\$720.00			
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
7150	<i>Office supplies are needed to facilitate the winter directed reading. These include journals and handbooks which are especially important during the spring break trip to emphasize communication and reflection activities from trip participants' experiences. Expenses are also used typically for markers, pens, index cards, colored markers etc. Average cost per trip is \$20, based on previous years. \$20*18 = \$360.</i>	\$(360.00)	\$360.00	\$360.00			
Office Supplies (Undergraduate Special Fees/Annual)							

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Non Event-Specific		\$(92,610.00)	\$82,180.00	\$82,180.00			
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7710	<i>Travel trips are extremely popular, however they are also more expensive. In the 2015-2016 academic year for ASB, there were 4 out-of-state trips - 3 to Washington D.C., 1 to South Dakota. In total, airplane tickets cost approximately \$20,000. Each participant who was not on financial aid had to pay up to \$400, the rest being covered by our funds. We intend to continue this policy in the following year, and at the same time, since travel trips are so popular, funding for this is especially crucial. In addition to participants not originally on financial aid, approximately 75% of students on travel trips are on some form of financial aid and they pay only a small fraction of the ticket price. We plan for four out of state trips in 2016-2017. Therefore we request the same \$20,000 as last year.</i>	\$(20,000.00)	\$20,000.00	\$20,000.00			
Travel Fares (Undergraduate Special Fees/Annual)							
7720	<i>While we use public transportation whenever possible, most trips need to travel long distances. The average number of miles traveled is 1400 miles per trip (this figure varies depending on the location of the trip e.g. to LA, the trip might take approximately 7 days*100 miles*2 vans + 2 days*375 miles*2 vans = approximately 1500 miles). Adding in the rising gas prices to the average cost of gas per trip (\$380 last year, thus, \$380*18 = \$6840) rounds out our request for \$6900.</i>	\$(8,400.00)	\$6,900.00	\$6,900.00			
Gas (Undergraduate Special Fees/Annual)							
7720	<i>We use public transportation whenever possible, but most trips travel by car. Two cars are used per trip to fit 10 passengers total. Travel is essential to the community service and experiential learning mission of this program, as it enables field experiences and service opportunities that might not be accessible otherwise. Due to the shorter time spent on TGB trips, most will stay in the Bay Area (5 days*75 miles*2 cars = 750 miles). Based on the 2015-2016 year, and rising gas prices, each trip will need \$300*4 = \$1200.</i>	\$(1,200.00)	\$1,200.00	\$1,200.00			
Gas (Undergraduate Special Fees/Annual)							
7730	<i>While we use public transportation whenever possible, most trips require the traveling in a car. Two cars are used per trip to fit 10 passengers in total. It is not possible to use alternate means (e.g. Zipcars or Haas Center vans) because of the size, duration and locations of our program. Further, we have established close partnerships with Enterprise at Stanford, such that we secure the cheapest prices and they often accommodate us by waiving local under-25 fees. TGB car rentals for 2015-2016 were approximately \$1600 however, fees have been increasing due to inflation, and we had fewer trips this year as well as a trip did not request vans. For this reason we ask for about \$2000.</i>	\$(2,000.00)	\$2,000.00	\$2,000.00			
Car / Van Rental (Undergraduate Special Fees/Annual)							
7730	<i>Last year's rentals totaled \$16,267. There were a total of 15 trips last year. However this year we have 18 trips and we are expecting the costs to be around \$20,000.</i>	\$(23,500.00)	\$20,000.00	\$20,000.00			
Car / Van Rental (Undergraduate Special Fees/Annual)							

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	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7740 Accommodations (Undergraduate Special Fees/Annual) <i>Spring break trips stay at very modest accommodations, such as community centers, school gyms, churches and community member houses. We provide these generous hosts with a small donation or substitute gifts in the range of only \$150-\$250 usually for a week's stay for a group of 14. This is well below hostel or hotel rates. We only use hostels where no other arrangements can be made. Trip leaders try very hard to contact alumni, friends and organizations before resorting to booking hostels. Hostels charge between \$30 and \$45 per person per night. Based on previous years, the average housing cost per trip for the week is \$500. Thus, \$500*18 = \$9000.</i>	\$(10,750.00)	\$9,000.00	\$9,000.00			

7740 Accommodations (Undergraduate Special Fees/Annual) <i>Thanksgiving break trips stay at very modest accommodations, such as community centers, school gyms, churches and community member houses. We provide these generous hosts with a small donation or substitute gifts in the range of only \$50-\$150 usually for a short stay of a group of 10. This is well below hostel or hotel rates. We only use hostels where no other arrangements can be made. Trip leaders try very hard to contact alumni, friends and organizations before resorting to booking hostels. Hostels charge between \$30 and \$45 per person per night. Based on the 2015-2016 year, the average housing cost per trip for the week is \$350. Thus, \$350*4 = \$1400.</i>	\$(1,400.00)	\$1,400.00	\$1,400.00			
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APPLICATION TOTALS	\$(92,610.00)	\$82,180.00	\$82,180.00			
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ACCOUNT BALANCES

Account		Balance
2-6868-1-0-2800	ALTERNATIVE SPRING BREAK SERV PRJ	\$28,219.95
2-6868-1-0-2805	ALTERNATIVE SPRING BREAK CREDIT CARD	\$12,000.00
2-6868-1-0-2830	ALTERNATIVE SPRING BREAK STANFORD FUND	\$0.00
2-6868-2-5-6310	SPR BRK SRV PRJ SPEC FEE HONORARIA FEES	\$1,945.00
2-6868-2-5-6500	SPR BRK SRV PRJ SPEC FEE TRAINING MAT	\$500.00
2-6868-2-5-6560	SPR BRK SRV PRJ SPEC FEE EVENT FOOD	\$3,442.04
2-6868-2-5-7080	SPR BRK SRV PRJ SPEC FEE EVENT SUPPLIES EXPENSES	\$1,085.00
2-6868-2-5-7150	SPR BRK SRV PRJ SPEC FEE OFFICE SUPPLIES	\$39.40
2-6868-2-5-7710	SPR BRK SRV PRJ SPEC FEE TRAVEL FARES	\$1,323.74
2-6868-2-5-7720	SPR BRK SRV PRJ SPEC FEE GAS	\$5,847.22
2-6868-2-5-7730	SPR BRK SRV PRJ SPEC FEE CAR/VAN RENTAL	\$21,221.44
2-6868-2-5-7740	SPR BRK SRV PRJ SPEC FEE ACCOMMODATIONS	\$4,510.00
2-6868-9-0-2820	SPR BRK SRV PRJ RESERVE	\$121,693.30