

Status: **Recommended As-is**

Financial Officer: Andy Vu

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(39,290.00)</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>		
Undergraduate Special Fees		\$15,390.00	\$15,390.00	\$15,390.00		
6500 - Training Mat	\$(780.00)	\$180.00	\$180.00	\$180.00		
6560 - Event Food	\$(25,740.00)	\$9,240.00	\$9,240.00	\$9,240.00		
7150 - Office Supplies	\$(2,560.00)	\$960.00	\$960.00	\$960.00		
7180 - Educational Literature	\$(360.00)	\$60.00	\$60.00	\$60.00		
7200 - General Marketing Expenses	\$(1,580.00)	\$480.00	\$480.00	\$480.00		
7410 - Equipment Purchase (Non-Cap)	\$(9,680.00)	\$2,580.00	\$2,580.00	\$2,580.00		
7710 - Travel Fares	\$(520.00)	\$120.00	\$120.00	\$120.00		
7720 - Gas	\$(4,340.00)	\$1,140.00	\$1,140.00	\$1,140.00		
7730 - Car / Van Rental	\$(1,800.00)	\$450.00	\$450.00	\$450.00		
7740 - Accomodations	\$(480.00)	\$180.00	\$180.00	\$180.00		
[All Expense Total]	\$(39,290.00)					

**QUESTIONS & ANSWERS**

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

Yes. Our Annual Grants application on past ballots not only received more than the requisite number of votes, but in fact has consistently received some of the highest yes vote percentages from the undergraduate and graduate populations among all Annual Grants applicants. Thus, clinic operations were allowed to continue throughout the previous academic years. Importantly, the Annual Grants process has further increased our visibility on campus, ensuring that a broad audience of students are aware of our volunteering and leadership opportunities.

**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 within 5% of the application amount we requested since last year. This is keeping in line with inflation and costs as we take on more volunteers.

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

Cardinal Free Clinics provides many services, including: 1. Training students to practice community-oriented and culturally competent medicine in a low-income setting. 2. Training undergraduate and graduate students on taking a medical history, performing a physical exam, conducting medical interpretation, and educating patients in preventive care. 3. Training students to oversee the operations of a community clinic serving an underserved, uninsured population, under close supervision and mentorship of experienced community health leaders. 4. Organizing opportunities for students to staff community health awareness events, which help them gain understanding for current and local healthcare issues while informing the public of our services. 5. Providing students with opportunities to work alongside experienced student and physician volunteers who serve as mentors to those who are beginning to pursue a health-related career. 6. Providing patients with health assessment interviews; physical exams; laboratory tests; medical interpreting; education in preventative care; referrals to local low-cost hospitals and community clinics; assistance with affordable healthcare enrollment; and access to specialist care including gynecology, ophthalmology, cardiology, gastroenterology, dermatology, mental health, musculoskeletal clinic, and neurology.

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

We promote our events to the entire Stanford community. We use email lists for specific interest groups, such as those of the Haas Center, pre-medical association, Stanford medical student class list, and other health-related groups. For example, the Biological Sciences Department and the Undergraduate Advising Programs disseminate emails about opportunities to participate in the educational and clinical experiences at the Cardinal Free Clinics. We also have booths at the undergraduate activities fair, GOALIE (graduate student activities fair), the Haas Center Activities fair, and the medical student activities fair. We poster around campus for our quarterly volunteer recruitment and have quarterly volunteering information sessions for interested applicants. We have dedicated members of the steering committee, overseen by a student manager, whose responsibility is these recruitment and training efforts. Most of all, our students' profound experiences in volunteering and leadership at the clinics motivate them to tell their peers about the clinics by word of mouth, and faculty who have mentored several generations of students know that the Cardinal Free Clinics provide an excellent environment for their mentees to find further inspiration to pursue health-related fields.

**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.**

Pacific Free Clinic (under Cardinal Free Clinics [8794]) Finance Chair: Andy Vu, andynvu@stanford.edu, 714-251-9527 Arbor Free Clinic [5178] Finance Chair: Yoseph Semma, zyoseph@stanford.edu@stanford.edu

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

(1) PFC 2800 Funds = \$110.46 (2) CFC reserves (less prior year expenses) = \$36,566.73 (3) non-ASSU accounts, managed by the Office of Community Health and largely committed to expenditure types not overlapping with our requested Annual Grants line items, such as funding for vaccine programs and salaries for course instructors. a. CFC gifts = \$ 2,420 b. Shenson CFC funds: \$ 11,212 c. Arbor Gifts: \$ 2,800

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

Event Food - \$16,500; Equipment - \$6100; Gas - \$3200. All three of these line items are critical for general clinic operations. For food, Pacific Free Clinic and Arbor Free Clinic run 48 Saturday and 52 Sunday clinics respectively. PFC averages 40 undergraduate, graduate, and physician volunteers from 8:00am to 3:30pm or later and provides a modest amount of breakfast, water, and lunch to these volunteers for under \$140/day or \$3.50/volunteer/day. These simple refreshments and two meals are provided at a rate significantly lower than the \$7/person cap allowed for event food by ASSU policy. The commute is approximately 45 miles round trip from the Tresidder Union parking lot to Overfelt High School, where we operate, and volunteers are expected to stay the entire time. Therefore, it is necessary to provide a small lunch for the volunteers in order to maintain their energy and continued volunteer service for the patients. Since many of our students live in undergraduate housing and there is no food refrigeration at clinic, it is not feasible for volunteers to prepare and bring their own lunches Arbor Free Clinic averages 50 undergraduate, graduate, and physician volunteers from 8:30am to 4:30pm and provides breakfast and lunch for an amount capped at \$150, or \$3.00/volunteer, which is again significantly lower than the \$7/person event food rate. In addition, to thank its volunteers, particularly its physician volunteers who donate their Saturdays and Sundays to providing care and teaching students free of cost, CFC hosts an annual Volunteer Appreciation dinner, for which food spending is capped at \$800 for 120 volunteers, which is a rate of \$6.67/person. In our experience, this dinner has played a critical role in forming lasting relationships with volunteer physicians, ensuring that they continue to dedicate their indispensable service to the clinic's students and patients. While CFC applauds the Appropriations Committee's aims to curb excessive food spending, CFC hopes that the appropriations committee recognizes that CFC's food budget is necessary to its operation and also that it is extremely cost-effective due to agreements made with local food providers. Equipment is also a vital expenditure for CFC. Medical equipment needs to be restocked constantly because of their constant usage (blood collection tubes, syringes, examination gloves, tongue depressors, blood pressure cuffs, etc.), and in order to maintain a quality standard of care, it is vital that we make sure we are fully stocked with the proper medical equipment necessary to provide effective healthcare and education and screenings. Furthermore, these materials are essential for students practicing the medical skills they are acquiring. CFC has been able to obtain several grants, listed below, to cover much of its need for equipment - the amount currently budgeted for medical equipment to be funded by ASSU Annual Grants should be less than 15% of all equipment expenditure made by CFC due to these grants. Lastly, gas is an indispensable expenditure for PFC general operations, since the clinic is located at William C. Overfelt High School in San Jose, which is situated approximately 23 miles away from Stanford. In order to transport its volunteers to the clinic site, PFC relies on student drivers who carpool with at least 2 other volunteers every week to staff the clinic. A gas budget is very much necessary to reimburse volunteers for driving to clinic and to encourage volunteers to provide this essential service for successful clinic operation. In the current budget, drivers will be reimbursed for \$0.30/mile driven (~45 miles round trip), with an average of 5 drivers per week for 50 weeks.

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

All of CFC's events are focused on the Stanford community and engaging students interested in health care in underserved communities. We advertise and conduct regular informational sessions for Stanford affiliates interested in joining the clinics. We provide training for medical interpreters, patient advocates (undergraduates interested in learning how to perform a medical history), health educators, and pre-clinical students interested in pursuing a career in medicine. Because volunteer opportunities at Stanford Hospital are limited, CFC is the main source of clinical experience for many pre-medical students. We also seek to raise awareness on campus of underserved medical communities and the needs of those groups. In the past we have partnered with the California Medical Association to raise on campus and community awareness about antibiotic resistance through the AWARE Program, and we have partnered with the Stanford Student Chapter of the American Medical Association to raise awareness about the uninsured. In the past year, CFC has also been involved in the effort to vaccinate the Stanford community to seasonal influenza, as our volunteers contributed to vaccination efforts on campus. We seek to connect students interested in medicine with current physicians for informal advising at events. We also train all first year Stanford medical students on how to perform blood draws, finger sticks, BP checks, PPD placement, etc. We serve as the clinical practicum site for several undergraduate and graduate courses including MED143A/243A for undergraduate and graduate students interested in patient health education, MED149A/B for training students in professional medical interpreting, MED184/284 for training leadership skills to be employed at the clinics, and MED 182/282 for undergraduate and graduate students interested in early clinical experience.

**What is the average attendance at your events?**

PFC typically has 40 volunteers each Saturday for our primary care clinic. This includes 1 student manager, 6 student coordinators, 7 medical student patient advocates, 6 undergraduate patient advocates, 3 referrals volunteers, 4 screening students, 3 health educators, 6 medical interpreters, and 4 physicians. Arbor typically has 50 volunteers - 45 students and 5 physicians - at the primary care clinic. At our screening events, we have on average 10 volunteers seeing approximately 200 members of the community per event. Our annual volunteer appreciation dinner will aim to have approximately 120 people in attendance. Our informational sessions regularly attract over 100 audience members (i.e. greater than the seating capacity of Braun Lecture Hall).

**Why are you requesting Special Fees?**

Cardinal Free Clinics (CFC) is requesting the amount listed on our budget in order to continue our three-fold mission of service to the community, focusing on culturally-competent care, and educating students about health care. As a student-run organization dealing with the formidable task of providing access to free health care and health care education for underserved immigrant populations in East San Jose and East Palo Alto while simultaneously offering students an educational experience in the dissemination of health care, CFC needs Annual Grants. Cardinal Free Clinics serves as the main source of clinical experience for undergraduate pre-medical students and diverse clinical experiences for medical students, who work directly with volunteer physicians. The ASSU Annual Grants appropriations will help ensure the Arbor and Pacific Free clinics are financially sound and able to continue our mission of providing Stanford students continued access to community service and education.

**BUDGET DETAIL**

	<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Non Event-Specific</b>	<b>\$(80,000.00)</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>		

	<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>6500</b>	<b>\$(8,000.00)</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>\$180.00</b>		

Training Mat (Undergraduate Special Fees/Annual)  
*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.*

<b>6560</b>	<b>\$(8,000.00)</b>	<b>\$9,240.00</b>	<b>\$9,240.00</b>	<b>\$9,240.00</b>		
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Event Food (Undergraduate Special Fees/Annual)  
*Covers the cost of breakfast and lunch to all clinic volunteers (students and physicians) at each clinic day every Sunday and Saturday from 9AM to 5PM (~50 volunteers per day at \$3.00/person and 52 Sunday and Saturday clinics a year, totaling \$16500). 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.*

<b>7150</b>	<b>\$(8,000.00)</b>	<b>\$960.00</b>	<b>\$960.00</b>	<b>\$960.00</b>		
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Office Supplies (Undergraduate Special Fees/Annual)  
*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.*

<b>7180</b>	<b>\$(8,000.00)</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$60.00</b>		
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Educational Literature (Undergraduate Special Fees/Annual)  
*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)*



		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>Non Event-Specific</b>		<b>\$(80,000.00)</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>7730</b>	<i>In some weeks, there are not enough volunteers with cars to transport everyone to clinic. For those times, we need to rely on zipcars and other rental services for adequate transportation.</i>	\$(8,000.00)	\$450.00	\$450.00	\$450.00		
<i>Car / Van Rental (Undergraduate Special Fees/Annual)</i>							
<b>7740</b>	<i>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>	\$(8,000.00)	\$180.00	\$180.00	\$180.00		
<i>Accomodations (Undergraduate Special Fees/Annual)</i>							
<b>APPLICATION TOTALS</b>		<b>\$(80,000.00)</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>	<b>\$15,390.00</b>		

ACCOUNT BALANCES

Account		Balance
2-8794-1-0-2800	CARDINAL FREE CLINICS	\$110.46
2-8794-2-5-6500	PACIFIC FREE SPEC FEE TRAINING MAT	\$232.05
2-8794-2-5-6560	PACIFIC FREE SPEC FEE EVENT FOOD	\$2,954.89
2-8794-2-5-7150	PACIFIC FREE SPEC FEE OFFICE SUPPLIES	\$34.67
2-8794-2-5-7180	PACIFIC FREE SPEC FEE ED LITERATURE	\$212.60
2-8794-2-5-7200	PACIFIC FREE SPEC FEE GEN MKTG EXP	\$468.04
2-8794-2-5-7410	PACIFIC FREE SPEC FEE EQUIP (NON-CAP)	\$1,194.35
2-8794-2-5-7710	PACIFIC FREE SPEC FEE TRAVEL FARES	\$400.00
2-8794-2-5-7720	PACIFIC FREE SPEC FEE GAS	\$825.50
2-8794-2-5-7730	CARDINAL FREE CLINICS ANNUAL GRANT CAR/VAN REN	\$822.62
2-8794-2-5-7740	PACIFIC FREE SPEC FEE ACCOMODATIONS	\$300.00
2-8794-9-0-2820	PACIFIC FREE RESERVE	\$36,566.73