

Status: **Recommended with Modifications**

Financial Officer: Elliot Shi

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(33,533.45)</b>	<b>\$17,236.90</b>	<b>\$17,221.90</b>	<b>\$17,221.90</b>		
Undergraduate Special Fees		\$17,236.90	\$17,221.90	\$17,221.90		
6510 - Regular Meeting Food	\$(315.00)	\$315.00	\$300.00	\$300.00		
6560 - Event Food	\$(362.00)	\$362.00	\$362.00	\$362.00		
7020 - Co-Sponsorship Expenses	\$(801.07)	\$400.00	\$400.00	\$400.00		
7140 - Copies (Not Marketing)	\$(512.00)	\$512.00	\$512.00	\$512.00		
7150 - Office Supplies	\$(400.40)	\$400.00	\$400.00	\$400.00		
7200 - General Marketing Expenses	\$(150.00)	\$150.00	\$150.00	\$150.00		
7220 - Marketing Copies / Print Expenses	\$(1,020.00)	\$1,020.00	\$1,020.00	\$1,020.00		
7410 - Equipment Purchase (Non-Cap)	\$(659.90)	\$659.90	\$659.90	\$659.90		
7460 - Costumes / Uniforms	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
7510 - Facilities Rental	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
7710 - Travel Fares	\$(16,420.80)	\$6,400.00	\$6,400.00	\$6,400.00		
7720 - Gas	\$(2,440.00)	\$2,440.00	\$2,440.00	\$2,440.00		
7730 - Car / Van Rental	\$(2,288.00)	\$2,288.00	\$2,288.00	\$2,288.00		
7810 - Royalties Expense	\$(90.00)	\$90.00	\$90.00	\$90.00		
[All Expense Total]	\$(33,533.45)					

## QUESTIONS & ANSWERS

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

For 16-17, we applied for \$17,550 and received \$16,700. For 15-16, we applied for \$18,600 and were approved for \$7,650.

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

There is an increase from \$16,700 to \$17,236. This is an increase of 3%. This change is because our expenses in the categories where we were awarded funding last year were higher than the amount of money we had through from Special Fees to pay for.

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

We have requested funding from the undergraduate council, as our group is (except for one member) entirely composed of undergraduates. We put on performances that are open to all student groups, including undergraduates and graduate students.

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

The flights, gas, and car rentals for our Spring Tour. Our members put in hundreds of hours of work into our music each year. Throughout the year we perform for faculty, for parents, for alumni, for students, for our own free shows, and for people in the surrounding area (at an assisted living community, for example). While this brings us all a tremendous amount of joy, spreading the love of a capella music, we try to spread the love for a capella, Stanford, and our group by performing in places that aren't as familiar with Stanford and what its students do. The tour, a tradition of Fleet Street for more than 25 years, and for a capella groups from Stanford and the whole nation, is not only a celebration of our efforts, but also an exercise in spreading music, creative energy, original songs, and our unique style to a much larger than we ever could be staying only on campus.

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

We perform from an average of 250 people at our on campus performances. This number tends to be limited by the space (Toyon is our standard performance venue).

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

We publicize our events over Facebook, and with 1000 posters that we post all across campus in the 2 weeks leading up to a show. We have submitted an account request to be able to post on Events at Stanford's calendar, and will be posting all appropriate performance there as well.

**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.**

N/A

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

We have a total of \$21,519.29 in assets. This includes \$10,843 in reserves and \$2,738.41 in our 2800 account. We have no other non-ASSU bank accounts. This year we had no other funding, but we intend to apply for The Stanford Fund (TSF).

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

We perform for alumni events during the reunion weekend, for the parents club, put on free concerts for students at least twice per year (Autumn and Spring Quarters), and sing every Friday at the Claw Fountain at 4:30 for 15-20 minutes to share a capella music with visitors to Stanford, students, and anyone passing by.

**Why are you requesting Special Fees?**

Our group has pretty high expenses, for traveling to performances, for renting spaces, putting on shows all year, getting uniforms, etc. Without Special Fees we would be unable to operate in anything close to the capacity which we've been operating in for the last 35 years.

**BUDGET DETAIL**

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>Non Event-Specific</b>		<b>\$(2,917.30)</b>	<b>\$2,916.90</b>	<b>\$2,901.90</b>	<b>\$2,901.90</b>		
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>6510</b>	Every rehearsal (3 per week on Mon., Wed., Sat.)	\$(315.00)	\$315.00	\$300.00	\$300.00		
Regular Meeting Food (Undergraduate Special Fees/Annual)	has a "5-minute Fun Break" that involves a bag of chips. Over the 30 weeks of classes we have ~90 rehearsals. Each bag averages about \$3.50						
<b>7140</b>	Printing for sheet music for each member of the group. We sing 15-20 songs each year, and each song is an average of 10 pages. \$0.16/page.	\$(512.00)	\$512.00	\$512.00	\$512.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>7150</b>	Vertical banner with our group name and a design to be used at auditions, shows, etc. for the next few years (at least). Purchased from FedEx, the best mix of durability, versatility, and affordability runs \$129.00 before tax.	\$(140.40)	\$140.00	\$140.00	\$140.00		
Office Supplies (Undergraduate Special Fees/Annual)							
<b>7410</b>	Having our own microphones allows us to record our performances at any venue we perform at. We already own speakers and soloist microphones, but having two specialized microphones that can record the whole group would allow us to preserve every performance digitally. We could also lend to other groups for their shows. The microphones are Sennheiser MKE 600's and cost \$329.95. Two are needed so our recording can have stereo sound.	\$(659.90)	\$659.90	\$659.90	\$659.90		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
<b>7460</b>	We have 16 members. Each new member will need an entire tuxedo (vest, bowtie, shirt, pants, shoes), and returning members need replacement items for pieces that have deteriorated due to use. New tuxedos and additional pieces costs us an average of \$100/member. We are requesting \$1200, even though this will cost us close to \$1600.	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
Costumes / Uniforms (Undergraduate Special Fees/Annual)							
<b>7810</b>	We are releasing an album in the coming year. One song on the album will require us to pay royalties on it at \$0.09 per copy. We plan to produce 1000 CD's, each with this song, so need to pay the royalty at least 1000 times.	\$(90.00)	\$90.00	\$90.00	\$90.00		
Royalties Expense (Undergraduate Special Fees/Annual)							
<b>O-Show 2017</b>		<b>\$(400.00)</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>		
Big acapella show that is put on in MemAud for the newly-arrived freshmen. One group hosts the performance (pays for the full rental cost, MC's, etc.), and the other groups splits the cost evenly.							
<b>Location:</b>	<b>Contact:</b>	<b>Attendance</b>					
<b>Uri:</b>							
<b>7020</b>	This amount is a fraction of the rental cost, to be paid to the A Capella group that handles renting out MemAud and MC's the show. Last year this cost \$401.07.	\$(400.00)	\$400.00	\$400.00	\$400.00		
Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)							
<b>Auditions 2017</b>		<b>\$(872.00)</b>	<b>\$872.00</b>	<b>\$872.00</b>	<b>\$872.00</b>		
Auditions at the beginning of the year, open to any interested students. Takes place over several days to accommodate 40+ students. Call-backs then accommodate 20+ students.							
<b>Location:</b>	<b>Contact:</b>	<b>Attendance</b>					
<b>Uri:</b>							
<b>6560</b>	Snacks for approximately 80 people over three days of auditions, then \$200 for a BBQ social for 40 people.	\$(362.00)	\$362.00	\$362.00	\$362.00		
Event Food (Undergraduate Special Fees/Annual)							
<b>7150</b>	Office and craft supplies to decorate the space, print applications for the auditioning students, give welcome folders, callback information, stationary for customized notes, callback music, and more. This total was \$118.11 last year.	\$(120.00)	\$120.00	\$120.00	\$120.00		
Office Supplies (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>Auditions 2017</b>		<b>\$(872.00)</b>	<b>\$872.00</b>	<b>\$872.00</b>	<b>\$872.00</b>		
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<b>Url:</b>							
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7200</b>	Advertisements on Facebook. 10 units at \$5 per unit.	\$(50.00)	\$50.00	\$50.00	\$50.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)							
<b>7220</b>	1000 posters to advertise our auditions. To be posted across campus. \$0.28 per copy plus \$60 for tax and shipping combined.	\$(340.00)	\$340.00	\$340.00	\$340.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
<b>Winter Tour 2017</b>		<b>\$(800.00)</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$800.00</b>		
This is a long-weekend trip to Los Angeles that the group takes in early January each year. We sing at UCLA and other venues in the area.							
<b>Location:</b>		<b>Contact:</b>			<b>Attendance</b>		
<b>Url:</b>							
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7720</b>	720mi round trip (Stanford to Los Angeles) for each of 4 cars. This cost roughly \$200 in gas for each of the 4 cars this year.	\$(800.00)	\$800.00	\$800.00	\$800.00		
Gas (Undergraduate Special Fees/Annual)							
<b>Winter Show 2017</b>		<b>\$(460.00)</b>	<b>\$460.00</b>	<b>\$460.00</b>	<b>\$460.00</b>		
Our first big show of the year. This performance is free for all students.							
<b>Location:</b>		<b>Contact:</b>			<b>Attendance</b>		
<b>Url:</b>							
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7150</b>	Office and craft supplies to set up the space for our show. This involves gaffers tape to tape down our audio and lighting cables, balloons for decoration, masking tape to put up posters to decorate the reception area and walls, streamers, etc.	\$(70.00)	\$70.00	\$70.00	\$70.00		
Office Supplies (Undergraduate Special Fees/Annual)							
<b>7200</b>	Advertisements on Facebook. 10 units at \$5 per unit.	\$(50.00)	\$50.00	\$50.00	\$50.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)							
<b>7220</b>	1000 posters to advertise our free show. To be posted across campus. \$0.28 per copy plus \$60 for tax and shipping combined.	\$(340.00)	\$340.00	\$340.00	\$340.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
<b>A Capella Extravaganza 2018</b>		<b>\$(180.00)</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>\$180.00</b>		
This is a big performance each year in the heart of Nappa Valley that brings together collegiate and high school acapella groups in a performance for 1200+ people							
<b>Location:</b>		<b>Contact:</b>			<b>Attendance</b>		
<b>Url:</b>							
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7720</b>	172mi round trip for 4 cars. Roughly \$45/car for this year&#39;s trip.	\$(180.00)	\$180.00	\$180.00	\$180.00		
Gas (Undergraduate Special Fees/Annual)							
<b>Nappa Fundraiser</b>		<b>\$(180.00)</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>\$180.00</b>		
A fundraiser in Nappa that we have been participating in for a couple of years now. We perform to help raise funds for another cause, so aren't raising funds for ourselves.							
<b>Location:</b>		<b>Contact:</b>			<b>Attendance</b>		
<b>Url:</b>							
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommen</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7720</b>	172mi round trip for 4 cars. Roughly \$45/car for this year&#39;s trip.	\$(180.00)	\$180.00	\$180.00	\$180.00		
Gas (Undergraduate Special Fees/Annual)							
<b>Spring Tour 2018</b>		<b>\$(9,968.00)</b>	<b>\$9,968.00</b>	<b>\$9,968.00</b>	<b>\$9,968.00</b>		
This is our annual 'tour' that takes us somewhere in the country during spring break. We perform at high schools, universities, community centers, and more. This year we're touring the Northeast US, but next year we're planning on touring around the Pacific Northwest.							



ACCOUNT BALANCES

Account		Balance
2-7330-1-0-2800	ST FLEET STREET SINGERS	\$7,832.70
2-7330-1-0-2830	FLEET STREET STANFORD FUND	\$3,389.60
2-7330-1-0-9010	FLEET STREET O/S PURCHASE ORDER	\$0.00
2-7330-2-5-6510	FLEET STREET ANN GRANT MEETING FOOD	\$209.79
2-7330-2-5-6560	FLEET STREET SPEC FEE EVENT FOOD	\$362.00
2-7330-2-5-7020	FLEET STREET SINGERS ANNUAL GRANT CO-SPONSORS	\$400.00
2-7330-2-5-7140	FLEET STREET SPEC FEE COPIES NON-MKTG	\$512.00
2-7330-2-5-7150	FLEET STREET ANN GRANT OFFICE SUPPLIES	\$386.73
2-7330-2-5-7200	FLEET STREET SPEC FEE GEN MARKETING EXP	\$150.00
2-7330-2-5-7220	FLEET STREET ANN GRANT MARKETING COPIES	\$255.69
2-7330-2-5-7410	FLEET STREET SPEC FEE EQUIP PURCH	\$274.66
2-7330-2-5-7420	FLEET STREET SPEC FEE EQUIPMENT RENTAL	\$686.03
2-7330-2-5-7460	FLEET STREET SPEC FEE COSTUMES UNIFORMS	\$307.29
2-7330-2-5-7510	FLEET STREET SPEC FEE FACILITIES RENTAL	\$1,000.00
2-7330-2-5-7710	FLEET STREET SPEC FEE TRAVEL FARES	\$0.00
2-7330-2-5-7720	FLEET STREET SPEC FEE GAS	\$2,307.52
2-7330-2-5-7730	FLEET STREET SPEC FEE CAR/VAN RENTAL	\$2,288.00
2-7330-2-5-7810	FLEET STREET ANN GRANT ROYALTIES EXP	\$90.00
2-7330-4-5-5760	FLEET PROG BD ANN EVENTS SERVICES	\$1,337.66
2-7330-9-0-2820	FLEET STREET SPEC FEE RESERVE	\$6,404.02