Black Student Union 5298 [#20188]

ASSU Special Fees 3/11/2018

Status: **Recommended with Modifications** Financial Officer: Khaled Aounallah

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommende	Approved	Petitioned	Elected
APPLICATION TOTALS	**$(71,668.85)**	**$71,668.85**	**$67,168.85**			
Undergraduate Special Fees		$71,668.85	$67,168.85			
5760 - Event Services	$(17,077.70)	$17,077.70	$17,077.70			
6310 - Honoraria Fees	$(30,500.00)	$30,500.00	$29,000.00			
6320 - Technical Services	$(1,050.00)	$1,050.00	$1,050.00			
6340 - Security Services	$(470.00)	$470.00	$470.00			
6560 - Event Food	$(14,265.00)	$14,265.00	$14,265.00			
7020 - Co-Sponsorship Expenses	$(3,000.00)	$3,000.00	$0.00			
7080 - Event Supplies Expenses	$(1,532.15)	$1,532.15	$1,532.15			
7200 - General Marketing Expenses	$(150.00)	$150.00	$150.00			
7510 - Facilities Rental	$(1,200.00)	$1,200.00	$1,200.00			
7710 - Travel Fares	$(822.00)	$822.00	$822.00			
7720 - Gas	$(150.00)	$150.00	$150.00			
7730 - Car / Van Rental	$(150.00)	$150.00	$150.00			
7740 - Accomodations	$(1,302.00)	$1,302.00	$1,302.00			
[All Expense Total]	$(71,668.85)					

QUESTIONS & ANSWERS

Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.
Yes. Successfully placed on the ballot without any petitioning and successfully being voted in-favor during the election.

How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?
We publicize through word of mouth, mailing lists (both ours and other supporting groups), flyers, in addition to our Facebook page.

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 a small increase mainly due to expanding a small number of our events, as we see more potential of these events to benefit the general Stanford community

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 define the services provided by your group with the Special Fee, as per the ASSU Constitution:
Community service work on and off campus, working on building a strong Black community here at Stanford while fulfilling the emerging needs of all its members.

Please list all:1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special
1) No assets 2) Reserves are listed in the account statement but they will be used towards unpredicted expenses that may come up 3)N/A 4)Co-sponsorships

What are the three largest line item requests in your budget and why?
Honorarium, Event Services, and Food as these are the things present in all our events and we fill they give us more impact and attract more students.

What events/programs does your group hold throughout the year for the Stanford Community?
A wide range of programs from the small professional and social events, to our large-scale programming including a concert, Black Love, among other programming geared towards all Stanford students, including Kwanzaa Celebration, Frosh convocation, and others.

What is the average attendance at your events?
300+ for large events and around 50-75 at smaller events.

Why are you requesting Special Fees?
These are all predictable expenses for events that have become traditions in the Black community. We have a history of excellence and our programming has benefited people even beyond our community. Such great events could not have been possible without enough funds that we can only obtain through the Annual Grants system.

BUDGET DETAIL

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		***$(71,668.85)***	***$71,668.85***	***$67,168.85***			
		Budgeted	**Requested**	**Recommen**	**Approved**	**Petitioned**	**Elected**
5760 Event Services (Undergraduate Special Fees/Annual)	*View the detailed spreadsheet submitted with the documentation for the breakdown of the cost*	$(17,077.70)	$17,077.70	$17,077.70			
6310 Honoraria Fees (Undergraduate Special Fees/Annual)	*Co-sponsorship Expense*	$(1,500.00)	$1,500.00	$1,500.00			
6310 Honoraria Fees (Undergraduate Special Fees/Annual)	*Money will go towards performers and professional photographers/DJs at various events. Documenation include exact breakdown.*	$(29,000.00)	$29,000.00	$27,500.00			
6320 Technical Services (Undergraduate Special Fees/Annual)	*Technical costs associated with event planning. Documenation includes details.*	$(1,050.00)	$1,050.00	$1,050.00			
6340 Security Services (Undergraduate Special Fees/Annual)	*Security Expense associated with planning large events*	$(470.00)	$470.00	$470.00			
6560 Event Food (Undergraduate Special Fees/Annual)	*Food costs for various events. Breakdown is included in the documentation*	$(12,765.00)	$12,765.00	$12,765.00			
6560 Event Food (Undergraduate Special Fees/Annual)	*Co-Sponsorship Expenses*	$(1,500.00)	$1,500.00	$1,500.00			
7020 Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)	*The BSU continues to increase the number of communities and student groups it supports for inclusive and educational programming. Events include SASA cultural Show, BlackFest, among other events the leadership chooses to sponsor.*	$(3,000.00)	$3,000.00	$0.00			
7080 Event Supplies Expenses (Undergraduate Special Fees/Annual)	*Supplies necessary for the different events. Breakdown is in the documentation.*	$(1,532.15)	$1,532.15	$1,532.15			
7200 General Marketing Expenses (Undergraduate Special Fees/Annual)	*Printing of promotional materials for the different events.*	$(150.00)	$150.00	$150.00			
7510 Facilities Rental (Undergraduate Special Fees/Annual)	*Rental of facilities for the different events.*	$(1,200.00)	$1,200.00	$1,200.00			
7710 Travel Fares (Undergraduate Special Fees/Annual)	*Goes into expenses associated with bringing speakers to campus, or transportation to relevant events/conferences.*	$(822.00)	$822.00	$822.00			
7720 Gas (Undergraduate Special Fees/Annual)	*Transportation costs of picking up food or transportation for community service*	$(150.00)	$150.00	$150.00			
7730 Car / Van Rental (Undergraduate Special Fees/Annual)	*Expenses of pick-up food or transportation to community service, events, or conferences.*	$(150.00)	$150.00	$150.00			
7740 Accomodations (Undergraduate Special Fees/Annual)	*Accomodations for invitees or participants in different events.*	$(1,302.00)	$1,302.00	$1,302.00			
APPLICATION TOTALS		**$(71,668.85)**	**$71,668.85**	**$67,168.85**			

ACCOUNT BALANCES

Account		Balance
2-5298-1-0-2800	BSU - BLACK STUDENT UNION	$2,256.47
2-5298-1-0-2830	BSU STANFORD FUND	$5,050.37
2-5298-1-0-2860	BLACK STUDENT UNION OAPE FUND	$313.58
2-5298-1-0-9010	BSU O/S PURCHASE ORDER	$0.00
2-5298-2-5-2820	BSU CREDIT CARD LIMIT - RESERVE	$2,500.00
2-5298-2-5-5760	BSU SPEC FEE EVENTS SERVICES	$13,941.20
2-5298-2-5-6310	BSU SPEC FEE HONORARIA FEES	$14,230.00
2-5298-2-5-6320	BSU SPEC FEE TECHNICAL SERVICES	$1,050.00
2-5298-2-5-6340	BSU SPEC FEE SECURITY SERVICES	$0.00
2-5298-2-5-6560	BSU SPEC FEE EVENT FOOD	$2,385.50
2-5298-2-5-7020	BSU SPEC FEE COSPONSORSHIP EXP	$550.00
2-5298-2-5-7080	BSU SPEC FEE EVENT SUPPLIES EXP	$0.00
2-5298-2-5-7200	BSU SPEC FEE GEN MKTG EXP	$0.00
2-5298-2-5-7510	BSU SPEC FEE FACILITIES RENTAL	$0.00
2-5298-2-5-7710	BSU SPEC FEE TRAVEL FARES	$724.29
2-5298-2-5-7740	BSU SPEC FEE ACCOMODATIONS	$858.19
2-5298-7-5-6310	BSU SPEC FEE COSPONSORSHIP HONORARIA	$250.00
2-5298-8-0-2810	BSU SAVINGS	$505.80
2-5298-9-0-2820	BSU RESERVE	$36,511.78