

Status: **Recommended with Modifications**

Financial Officer: Elliot Shi

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(18,445.83)	\$17,853.83	\$16,030.00			
Undergraduate Special Fees		\$17,853.83	\$16,030.00			
6310 - Honoraria Fees	\$(1,300.00)	\$1,300.00	\$1,300.00			
6510 - Regular Meeting Food	\$(315.00)	\$315.00	\$300.00			
6560 - Event Food	\$(754.00)	\$162.00	\$162.00			
7020 - Co-Sponsorship Expenses	\$(518.83)	\$518.83	\$0.00			
7140 - Copies (Not Marketing)	\$(512.00)	\$512.00	\$512.00			
7150 - Office Supplies	\$(240.00)	\$240.00	\$160.00			
7200 - General Marketing Expenses	\$(150.00)	\$150.00	\$120.00			
7220 - Marketing Copies / Print Expenses	\$(900.00)	\$900.00	\$120.00			
7410 - Equipment Purchase (Non-Cap)	\$(400.00)	\$400.00	\$0.00			
7460 - Costumes / Uniforms	\$(1,200.00)	\$1,200.00	\$1,200.00			
7510 - Facilities Rental	\$(1,000.00)	\$1,000.00	\$1,000.00			
7710 - Travel Fares	\$(6,400.00)	\$6,400.00	\$6,400.00			
7720 - Gas	\$(2,260.00)	\$2,260.00	\$2,260.00			
7730 - Car / Van Rental	\$(2,496.00)	\$2,496.00	\$2,496.00			
[All Expense Total]	\$(18,445.83)					

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 received \$17,221.90, 16,700.00, and \$7,650.00. In 2016 we petitioned successfully to have a budget increase.

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

We have a 3% increase, the main expense we are increasing is for honoraria, we did not have this covered last year but we plan on recording a lot next year and hope to have this covered by special fees.

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

Performance and arts group

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

Travel to spring tour, recording, and costumes

We need a travel budget for spring tour because we travel to the East Coast to perform for many college campuses and alumni clubs, flight tickets, gas and rental cars are an expense we would like to have covered by special fees.

We are recording a new album, and recording is an average of \$2000 for 1 to 2 songs. We would like special fees to cover at least a fraction of this cost so we can publish a new album. Note all our music is all original, copyright issues should not be a problem. Our signature costume is a tuxedo, with a red bowtie and white and black shoes. These tuxedos are quite expensive, as tuxedos are, and we would like special fees to cover to costs for purchasing new costumes for our members.

What is the average attendance at your events?

200 Undergraduates for shows

16 for member only events

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

We plan on publicizing through our posters, facebook campaigns as well as emails. We have in the past registered our events with Stanford and had them featured on cardinal nights.

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.

NA

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

- 1) 2800
- 2) Special Fees Reserves
- 3) None
- 4) TSF, arts grant, performance fees

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

We hold two events, spring show and winter show, as well as free shows every Friday at 4:30 in front of the claw fountain. All of our shows are free for students.

Why are you requesting Special Fees?

Finance our shows, travels, costumes, travels, copies and equipment. This is all for our A cappella performances and rehearsals.

BUDGET DETAIL

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(3,727.00)	\$3,727.00	\$3,312.00			
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
6310	<i>For Recording new songs. We are in the middle of recording an album and this money goes towards paying for professional audio engineers to record and mix our newest album. Based on previous costs of recording. The rest of the cost will be covered by TSF.</i>	\$(1,300.00)	\$1,300.00	\$1,300.00			
<i>Honoraria Fees (Undergraduate Special Fees/Annual)</i>							
6510	<i>Every rehearsal (3 per week on Mon., Wed., Sat.) has a &quot;5-minute Fun Break&quot; that involves a bag of chips. Over the 30 weeks of classes we have ~90 rehearsals. Each bag averages about \$3.50.</i>	\$(315.00)	\$315.00	\$300.00			
<i>Regular Meeting Food (Undergraduate Special Fees/Annual)</i>							
7140	<i>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.</i>	\$(512.00)	\$512.00	\$512.00			
<i>Copies (Not Marketing) (Undergraduate Special Fees/Annual)</i>							
7410	<i>We want to purchase new microphones as well as recording equipment to record our biannual shows. Some equipment we are planning to purchase are a microphone bar values at \$13.49, a pare of Rode Condenser Microphones at \$199, and a Focusrite Scarlett USB Audio Interface at \$150, this plus tax totals to around \$400.</i>	\$(400.00)	\$400.00	\$0.00			
<i>Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)</i>							
7460	<i>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.</i>	\$(1,200.00)	\$1,200.00	\$1,200.00			
<i>Costumes / Uniforms (Undergraduate Special Fees/Annual)</i>							
O-Show 2018		\$(518.83)	\$518.83	\$0.00			
<i>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.</i>							
Location:	Contact:				Attendance	200(total)	
Url:						UG: 200	Staff: 0
						Grad: 0	Other: 0
7020	<i>A fraction of the rental cost, to be paid to the group that handles renting out MemAud. Last year this cost \$518.83, the total was \$5188.25 divided among 10 groups.</i>	\$(518.83)	\$518.83	\$0.00			
<i>Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)</i>							
Auditions 2018		\$(592.00)	\$592.00	\$242.00			
<i>Auditions at the beginning of the year, open to any interested students. Takes place over several days to accomodate 40+ students. Call-backs then accomodate 20+ students.</i>							
Location:	Contact:				Attendance	50(total)	
Url:						UG: 50	Staff: 0
						Grad: 0	Other: 0
6560	<i>Approximately 20 bags of snacks(\$3.50 each), 64 bottled waters (\$6/24 pk.), Assorted Cookies (\$25), and seven 2L Sodas (\$2/bottle)</i>	\$(162.00)	\$162.00	\$162.00			
<i>Event Food (Undergraduate Special Fees/Annual)</i>							
7150	<i>Office and craft supplies..</i>	\$(80.00)	\$80.00	\$0.00			
<i>Office Supplies (Undergraduate Special Fees/Annual)</i>							
7200	<i>Advertisements on Facebook. 10 units at \$5 per unit.</i>	\$(50.00)	\$50.00	\$40.00			
<i>General Marketing Expenses (Undergraduate Special Fees/Annual)</i>							
7220	<i>1000 posters to advertise our show. To be posted across campus. \$0.25 per copy plus \$60 for tax and shipping combined</i>	\$(300.00)	\$300.00	\$40.00			
<i>Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)</i>							
Winter Show 2018		\$(430.00)	\$430.00	\$160.00			
<i>Our first big show of the year. This performance is free for all students.</i>							

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Location:	Contact:				Attendance	200(total)	
Url:						UG: 200	Staff: 0
						Grad: 0	Other: 0
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7150	<i>Office and craft supplies to set up the space for our show. This involves gaffers tape to tape down our audio and lighting cables, ballons for decoration, masking tape to put up posters to decorate the reception area and walls, streamers, etc.</i>	\$(80.00)	\$80.00	\$80.00			
Office Supplies (Undergraduate Special Fees/Annual)							
7200	<i>Advertisements on Facebook. 10 units at \$5 per unit.</i>	\$(50.00)	\$50.00	\$40.00			
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Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
A Capella Extravaganza 2019		\$(180.00)	\$180.00	\$180.00			
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							
Location:	Contact:				Attendance		
Url:							
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7720	<i>172mi round trip for 4 cars. Roughly \$45/car for this year&#39;s trip.</i>	\$(180.00)	\$180.00	\$180.00			
Gas (Undergraduate Special Fees/Annual)							
Winter Tour 2019		\$(800.00)	\$800.00	\$800.00			
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.							
Location:	Contact:				Attendance	16(total)	
Url:						UG: 16	Staff: 0
						Grad: 0	Other: 0
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7720	<i>700mi round trip for 4 cars. This cost roughly \$200 in gas for each of the 4 cars this year.</i>	\$(800.00)	\$800.00	\$800.00			
Gas (Undergraduate Special Fees/Annual)							
Spring Tour 2019		\$(10,176.00)	\$10,176.00	\$10,176.00			
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.							
Location:	Contact:				Attendance	16(total)	
Url:						UG: 16	Staff: 0
						Grad: 0	Other: 0
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7710	<i>Flights for the 16 members of our group to fly to and from Boston. Cheap flights are about \$460 roundtrip/person.</i>	\$(6,400.00)	\$6,400.00	\$6,400.00			
Travel Fares (Undergraduate Special Fees/Annual)							
7720	<i>We generally put about 1200 miles on each of 4 cars over the course of the week. For each car we spend \$320 on gas.</i>	\$(1,280.00)	\$1,280.00	\$1,280.00			
Gas (Undergraduate Special Fees/Annual)							
7730	<i>Estimates from Alamo (has vehicles with enough space that are rentable to people 21+) come in at \$624 per car</i>	\$(2,496.00)	\$2,496.00	\$2,496.00			
Car / Van Rental (Undergraduate Special Fees/Annual)							
Spring Show 2019		\$(1,430.00)	\$1,430.00	\$1,160.00			
This is the biggest, most polished show we put on for the whole year. It's the culmination of all of our efforts, and is free for students.							
Location:	Contact:				Attendance		
Url:							
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7150	<i>Office and craft supplies to set up the space for our show. This involves gaffers tape to tape down our audio and lighting cables, ballons for decoration, masking tape to put up posters to decorate the reception area and walls, streamers, etc.</i>	\$(80.00)	\$80.00	\$80.00			
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General Marketing Expenses (Undergraduate Special Fees/Annual)							

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7220	<i>1000 posters to advertise our show. To be posted across campus. \$0.25 per copy plus \$60 for tax and shipping combined</i>	\$(300.00)	\$300.00	\$40.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7510	<i>For our Spring Show we want to rent Hauck Auditorium. We have held shows in many free and paid venues across campus, (Dinkelspiel, Cubberly, Toyon, Roble Theater), however we would like to use Hauck for its better acoustics and seating arrangement. As a vocal performance group, acoustics and audience involvement is everything. Since Toyon and Oak have the performance platform at audience level, it gets very hard for people behind the first couple of rows to hear and see all that we've spent an entire year working to perfect. Because our Spring Show is the biggest event we put on each year, we want to make sure everyone present can fully appreciate our effort. Hauck is also a good size to fill. The rest of the cost we will be using our 2800.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00			
Facilities Rental (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(17,853.83)	\$17,853.83	\$16,030.00			

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