

Status: **Recommended As-is**

Financial Officer: Katherine Hufker

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(101,000.00)	\$96,700.00	\$96,700.00	\$96,700.00		
Undergraduate Special Fees		\$96,700.00	\$96,700.00	\$96,700.00		
6340 - Security Services	\$(6,500.00)	\$6,500.00	\$6,500.00	\$6,500.00		
6510 - Regular Meeting Food	\$(2,100.00)	\$300.00	\$300.00	\$300.00		
6560 - Event Food	\$(9,000.00)	\$9,000.00	\$9,000.00	\$9,000.00		
7140 - Copies (Not Marketing)	\$(5,100.00)	\$5,100.00	\$5,100.00	\$5,100.00		
7150 - Office Supplies	\$(600.00)	\$200.00	\$200.00	\$200.00		
7220 - Marketing Copies / Print Expenses	\$(100.00)	\$100.00	\$100.00	\$100.00		
7410 - Equipment Purchase (Non-Cap)	\$(33,400.00)	\$33,400.00	\$33,400.00	\$33,400.00		
7430 - Equipment Maintenance	\$(12,000.00)	\$12,000.00	\$12,000.00	\$12,000.00		
7460 - Costumes / Uniforms	\$(8,500.00)	\$8,500.00	\$8,500.00	\$8,500.00		
7720 - Gas	\$(1,000.00)	\$500.00	\$500.00	\$500.00		
7730 - Car / Van Rental	\$(8,000.00)	\$8,000.00	\$8,000.00	\$8,000.00		
7740 - Accomodations	\$(13,100.00)	\$13,100.00	\$13,100.00	\$13,100.00		
[All Expense Total]	\$(101,000.00)					

QUESTIONS & ANSWERS

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

We have successfully applied each of the past 3 years.

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 actually a slight decrease.

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

We support Stanford athletics and the greater Stanford community by playing at events ranging from home football games, to commencement, to band run during NSO, perform at charity events at Stanford and throughout the Bay Area such as Dance Marathon and Special Olympics, and provide a fun, supportive, welcoming environment to any student that wants to join.

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

Many of our events are planned as a surprise and are passed on through word of mouth (i.e. band run). We also use flyers, mass emails, letters, and direct recruiting to publicize our events/programs. Furthermore, all the work publicizing their events that the athletics department does indirectly publicizes our events 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.

We are 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

1) 2800 Checking - \$4,359.38; 2810 Savings - \$16,303.16; Remaining from special fees \$49,780.82 (Includes \$12,900 reserve transfer, \$36,880.82 from original special fees remaining).
2) \$8,288.16 3) None 4) Occasional gifts from alumni, sporadic athletics department funding.

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

7410- Equipment Purchase (non-cap): This is our largest line item. We require funds to purchase materials for costume building, field show materials, music supplies and other costs based off our needs for the year. The woodwind sections require reeds, mouthpieces, neckstraps, and cleaners (\$4000 per year). The brass sections require lubricants, mouthpieces and valves (\$1750 per year). The drums require sticks and replacement heads (\$2750 per year). In addition, we request \$11,500 for instrument upgrades to replace outdated instrument and meet the growing demand for the band. Musical Total: \$20,000. Computers and technology hardware are necessary to maintain our office and workspaces. Total: \$1250. Field Show Props: the Band's field shows are an integral part of each Stanford football game. We write two new shows for every home game, at least one road game, and potentially up to three postseason games. Total: \$1750. Other hardware: additionally we require building materials and hardware to maintain our building, the Shak, throughout the year. This hardware is also used for other performances, such as band run. Total: \$3000. As the face of the band, the Drum Major requires \$4000 for materials to build costumes throughout the year. The majority of this is spent during the Fall Quarter (band run, every football game), though some is also spent during Spring Quarter. The expenses of the drum major are necessary to maintain the spirit and appearance of the band at all its performances. The Tree serves to provide spirit and visibility for the Band, as well as the university at large. For the band's mascot, which is rebuilt every year, we request \$3000. Lastly, the band purchases uniform hats for all its members once a year, for \$750.

7430 - Equipment Maintenance: Due to the large amount of property that the band maintains, we have significant maintenance expenses. Dry-cleaning our uniforms annually costs about \$2000. We request \$3000 for repairs to the valves and tubing of our trumpets and mellophones. Repairs to our lower brass cost about \$3000. Repairs, repadding, and adjustments to our woodwinds cost an estimated \$4000.

7740 - Accommodations: The manger, assistant manager, and drum major are required to be on campus over the summer to make preparations for football season and other fall events like band run and coordinate performances that occur over summer such as the San Francisco AIDS walk and Redwood City 4th of July Parade. This covers a summer housing and food stipend to ensure that this is financially feasible. The amount requested is enough for a 10 week contract in a dorm (\$2,853), communication and house fees (\$64+\$75), and the minimal meal plan (\$1,350). The additional cost is because the prices will probably increase since these are the numbers from 2016.

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

All of our events are open to the Stanford community. Throughout the course of the year, the band performs at dozens of community events, scores of basketball games, almost every home women's volleyball game, at all home football games, and many other sports events or rallies around campus. In this, we hope to both promote school spirit through music, dance, and just general fun. We also aim to unify the fantastic community of athletes here at Stanford and remind them that we (the students) are their biggest fans. Every new student is welcomed to the Stanford campus through our annual band runs, one on the first night of New Student Orientation and one during the first week of Spring Quarter. We perform many times during big game week, including every Gaities performance, Bearial, and Big Sail. During Spring quarter, we perform at Admit Weekend, hold Dollie Splash (introducing the new Dollies to the campus community), and at commencement. We are also frequently invited to play on and off campus by student groups, alumni groups, and other Stanford community members.

What is the average attendance at your events?

This depends heavily on the events. A fall football game has up to 200 attendees with band. We view our openness and welcoming nature at events like this as a way to better the community as a whole by allowing everyone to enjoy the experience. On the other hand, we usually have 30-50 members at most basketball/volleyball games and for the various rallies that we do on a day to day basis. The only events that we are truly selective for are air trips to support our men's and women's basketball teams. We typically bring around 30-40 people on those. Bottom line, there are over 100 regular student participants. We are seen by audiences ranging from 20 at a private party or charity event to 100,000 in a full football stadium. The entire freshman class participates in fall band run. This doesn't even include the estimated television viewership on those games, which of course is a significantly large number. Furthermore, our appearances in the Parade and Tournament of Roses for three of the past five years had live viewerships of approximately 400,000, and estimated televised viewerships of approximately 18.6 million. As such, we are an important public face of the university.

Why are you requesting Special Fees?

The Leland Stanford Junior University Marching Band plays an indispensable role in the Stanford community at sporting events, campus performances, and outreach events. While we have clear ties, we are not managed by the Athletic Department or the Music Department. We are requesting Special Fees as an entirely student-driven organization. We are committed to supporting Stanford athletics from the regular season to the postseason. We seek to entertain the student body and surrounding community at events ranging from fountain rallies to Marin Special Olympics. The band is an important part of spirit at Stanford University. To complete our mission, we need money for supplies, maintenance costs, instruments and other expenses.

BUDGET DETAIL

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(99,400.00)	\$96,700.00	\$96,700.00	\$96,700.00		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
6340	<i>This line item covers security services for the fall and spring band runs, as well as a possible Big Game band run. These rallies are very important events for the student body. The fall band run serves as an important welcome to campus for the new class of freshman every year. We are required to pay for police at these events in order to keep the participants safe and protect campus property. The fall rally costs \$3500, while the spring event costs \$3000.</i>	\$(6,500.00)	\$6,500.00	\$6,500.00	\$6,500.00		
Security Services (Undergraduate Special Fees/Annual)							
6510	<i>10 Football Season (Fall Quarter) planning meetings, 30 staff members, \$7 per person: \$7 * 30 * 10 = 2100.</i>	\$(2,100.00)	\$300.00	\$300.00	\$300.00		
Regular Meeting Food (Undergraduate Special Fees/Annual)							
6560	<i>The band has a very large membership at lots of it&#39;s events, particularly fall quarter. Furthermore, our schedule is often very onerous, forcing our members to skip meals at their dining halls. We provide a small breakfast to the full football band (~200 members) prior to all Saturday Field rehearsals, since they are before dining halls open. This costs about \$1500 for the season. Often, football games also stop us from eating lunch or dinner at the dining halls. We have found that budgeting \$1250 for the year is sufficient. We also require water, gatorade, and juice at football games to keep hydrated, which costs about \$750 for the season. We also provide food at various recruitment events for fall and spring quarter (\$500) and food for a large student-alumni mixer event to promote community spirit after a fall quarter game (\$1000). Finally, throughout the course of the year band members are expected to attend about 50 rehearsals, 40 plus basketball games, 15 volleyball games, and</i>	\$(9,000.00)	\$9,000.00	\$9,000.00	\$9,000.00		
Event Food (Undergraduate Special Fees/Annual)							
7140	<i>Photocopying expenses are essential to the band. Every quarter, we require large expenses to make enough copies of our music for the band. In the fall, this requires \$800 due to increased membership for football season. For winter and spring we require \$500 each. Additionally, we require \$3000 to maintain our copier throughout the year. This copier allows us to print administrative documents, small batches of music, and field charts during this football season. It also includes our handbook, costing \$300, which serves as our primary recruiting material and one means for familiarizing frosh new members with band&#39;s policies and expectations.</i>	\$(5,100.00)	\$5,100.00	\$5,100.00	\$5,100.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7150	<i>As a large organization, we require many office supplies. This amount is to cover staples, pens, paper, letterhead, mailing envelopes, etc.</i>	\$(600.00)	\$200.00	\$200.00	\$200.00		
Office Supplies (Undergraduate Special Fees/Annual)							
7220	<i>This line item covers recruiting and advertising for Dollies, Tree, Writers, Announcers, Fall and Spring recruiting efforts. We require paper fliers and other marketing materials throughout the year to maintain our presence on campus and in the surrounding area.</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(99,400.00)	\$96,700.00	\$96,700.00	\$96,700.00		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7410	<i>This is our largest line item. We require funds to purchase materials for costume building, field show materials, music supplies and other costs based off our needs for the year. The woodwind sections require reeds, mouthpieces, neckstraps, and cleaners (\$4000 per year). The brass sections require lubricants, mouthpieces and valves (\$1750 per year). The drums require sticks and replacement heads (\$2750 per year). In addition, we request \$11,150 for instrument upgrades to replace outdated instrument and meet the growing demand for the band. Musical Total: \$19,650. Computers and technology hardware are necessary to maintain our office and workspaces. Total: \$1250. Field Show Props: the Band's field shows are an integral part of each Stanford football game. We write two new shows for every home game, at least one road game, and potentially up to three postseason games. Total: \$1750. Other hardware: additionally we require building materials and hardware to maintain our building, the S</i>	\$(33,400.00)	\$33,400.00	\$33,400.00	\$33,400.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)	<i>Due to the large amount of property that the band maintains, we have significant maintenance expenses. Dry-cleaning our uniforms annually costs about \$2000. We request \$3000 for repairs to the valves and tubing of our trumpets and mellophones. Repairs to our lower brass cost about \$3000. Repairs, repadding, and adjustments to our woodwinds cost an estimated \$4000.</i>						
7430	<i>This line item covers uniforms for the Dollies. As an important face of the university, the Dollies require their dresses. They require \$2000 per quarter for their dresses. (Total \$6000) They also require \$500 per quarter for shoes, pom poms, dance spankies, hair, and other accessories. (Total \$1500) The Dollies also require once-a-year expenses of \$500 for luggage and tracksuits and \$500 for a themed costume for Big Game against Cal.</i>	\$(12,000.00)	\$12,000.00	\$12,000.00	\$12,000.00		
Equipment Maintenance (Undergraduate Special Fees/Annual)	<i>Gas for reimbursement of drivers to rallies. The band currently asks members to provide cars for transportation to the various events we perform at around the Bay Area such as the San Francisco AIDS walk and Belmont Save the Music Rally. If the cost of gas is significant, we would like to reimburse said cost. In addition, we are required to hold a retreat and would like to be able to reimburse members for driving there.</i>						
7460	<i>This line item covers band transportation when personal vehicles are not a viable option. We estimate a \$6000 expense for the annual UC Davis band competition in spring quarter. We also request an addition \$2000 for buses to various performances related to our rivalry against Cal. Traditionally, in a show of school spirit, the bands of the two schools meet whenever there is a game between the two schools in volleyball and basketball. We also face off in band battles during Big Game week in support of the sailing team and at Pier 39.</i>	\$(8,500.00)	\$8,500.00	\$8,500.00	\$8,500.00		
Costumes / Uniforms (Undergraduate Special Fees/Annual)							
7720		\$(1,000.00)	\$500.00	\$500.00	\$500.00		
Gas (Undergraduate Special Fees/Annual)							
7730		\$(8,000.00)	\$8,000.00	\$8,000.00	\$8,000.00		
Car / Van Rental (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(99,400.00)	\$96,700.00	\$96,700.00	\$96,700.00		
7740							
Accommodations (Undergraduate Special Fees/Annual)	<i>Summer housing and food stipend for manager, assistant manager, and drum major. All of these positions are required to be on campus over the summer. The amount requested is enough for a 10 week contract in a dorm (\$2,853), communication and house fees (\$64+\$75), and the minimal meal plan (\$1,350). The additional cost is because the prices will probably increase since these are the numbers from 2016.</i>	\$ (13,100.00)	\$13,100.00	\$13,100.00	\$13,100.00		
APPLICATION TOTALS		\$(99,400.00)	\$96,700.00	\$96,700.00	\$96,700.00		

ACCOUNT BALANCES

Account		Balance
2-5051-1-0-2800	LELAND STANFORD UNIVERSITY MARCHING BAND	\$3,978.50
2-5051-2-5-6090	BAND SPEC FEE LABOR FEES	\$300.00
2-5051-2-5-6110	BAND SPEC FEE OFFICER SALARY	\$3,000.00
2-5051-2-5-6310	BAND SPEC FEE HONORARIA FEES	\$2,000.00
2-5051-2-5-6340	BAND SPEC FEE SECURITY SERVICES	\$5,000.00
2-5051-2-5-6510	BAND SPEC FEE MEETING FOOD	\$354.77
2-5051-2-5-6560	BAND SPEC FEE EVENT FOOD	\$6,728.42
2-5051-2-5-7120	BAND SPEC FEE PHONE	\$544.40
2-5051-2-5-7130	BAND SPEC FEE POSTAGE/COURIER	\$500.00
2-5051-2-5-7140	BAND SPEC FEE COPIES (NOT MKTG)	\$1,563.40
2-5051-2-5-7150	BAND SPEC FEE OFFICE SUPPLIES	\$352.97
2-5051-2-5-7220	BAND SPEC FEE MKTG COPIES/PRINT EXP	\$80.32
2-5051-2-5-7410	BAND SPEC FEE EQUIP (NON-CAP)	\$11,480.01
2-5051-2-5-7430	BAND SPEC FEE EQUIP MAINT	\$8,311.93
2-5051-2-5-7460	BAND SPEC FEE COSTUMES/UNIFORMS	\$3,567.81
2-5051-2-5-7720	BAND SPEC FEE GAS	\$583.47
2-5051-2-5-7730	BAND SPEC FEE CAR/VAN RENTAL	\$5,792.00
2-5051-8-0-2810	BAND SAVINGS	\$16,303.16
2-5051-9-0-2820	BAND RESERVE	\$8,288.16