

Status: **Recommended As-is**

Financial Officer: Sawa Keymeulen

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(10,056.00)	\$8,792.00	\$8,792.00	\$8,792.00		
Undergraduate Special Fees		\$8,792.00	\$8,792.00	\$8,792.00		
6500 - Training Mat	\$(600.00)	\$600.00	\$600.00	\$600.00		
6510 - Regular Meeting Food	\$(400.00)	\$300.00	\$300.00	\$300.00		
6560 - Event Food	\$(3,180.00)	\$3,180.00	\$3,180.00	\$3,180.00		
7010 - Discretionary Expenses	\$(815.00)	\$815.00	\$815.00	\$815.00		
7420 - Equipment Rental	\$(2,328.00)	\$1,164.00	\$1,164.00	\$1,164.00		
7730 - Car / Van Rental	\$(2,055.00)	\$2,055.00	\$2,055.00	\$2,055.00		
7820 - Registration Expense	\$(678.00)	\$678.00	\$678.00	\$678.00		
[All Expense Total]	\$(10,056.00)					

QUESTIONS & ANSWERS

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

From 2013-2016, SOOP has "applied" for Special Fees only as part of the Stanford Outdoors umbrella group. We did not, in that timeframe, applied for Special Fees independently. We did apply in 2016 but was rejected because our budget was too low.

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 an increase in budget from \$7000 to \$8792 because we have expanded our program to now be working with 3 schools (East Palo Alto Academy, Luis Valdez Academy, East Side Prep) instead of just 1 school so we do more trips per quarter than we did in the past. We have also grown as a team of leaders from about 15 consistent members to 40 consistent members so we are trying to do team bonding activities like Plate Dates and Leadership Retreat to make a strong community at Stanford.

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

SOOP's mission is to enhance interpersonal relationships, foster community, and instill personal confidence in San Francisco Bay Area youth through facilitated outdoor experiences. Primarily we serve high school students enrolled in EPAA and in the Luis Valdez Leadership Academy; we do so by facilitating day and backpacking trips throughout the academic year. In addition to the service we provide to high school students, Stanford students who participate in SOOP gain comfort and appreciation in and of the outdoors, increase their group leadership and group management skills, and develop their comfort in working with youth.

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

The three largest line item requests in our application are, in descending order, Event Food (\$2550), Car/Van Rental (\$2055), and Equipment Rental (\$1164). The amount we are requesting for equipment rental accounts for SOOP's annual use of gear and resources from Stanford Outdoor Education. The amount here requested derives from costs spent during the Fall Quarter of 2016/2017 school year. This invoices are available upon request. See the description for this line item for more details. We have payment information from the previous year's expenses on car rental available upon request. Finally, SOOP hosts upwards of 8 day trips and 4 overnight trips, yearly, stretching from 1 to 3 days in length, respectively. Each such trip has between 6 and 12 students, as well as 2 to 3 Stanford student leaders, and 1 teacher chaperone. Understandably, providing food and transportation and gear for this amount of people over this amount of days is expensive.

What is the average attendance at your events?

There is not a single understanding of a SOOP event. Our weekly general meetings garner on average from 15 to 25 members. Our non-funded social events garner from 5 to 10 people on average. Our actual trips consist of 2 to 3 student leaders from Stanford, 6 to 12 high school students, and 1 teacher chaperone.

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

Our events are not directly intended for the greater Stanford community, however we do publicize trips internally to our members through email, as well as to students at both EPAA and the Luis Valdez Leadership Academy.

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.

No 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

SOOP owns one GPS, several fleece jackets and hats, several ponchos, on the order of 10 1L Nalgene water bottles, and on the order of 20 plastic bowls. The SOOP FO is not aware of any reserve funds, though this is not to say that they don't exist. Our ASSU account is 2-7694-#-#-####. We have no funding sources outside of ASSU Annual Grants, Standard Grants, and Quick Grants.

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

We do SOOP leadership team building activities through meetings (\$300), a annual Leader retreat (\$815), and Plate Dates (\$630).

Why are you requesting Special Fees?

We are requesting Annual Grants in order to offset the amount we will be requesting in Standard Grants and Quick Grants, as we expect our total expenses for the upcoming year to exceed the soft limit of \$6000. In each case, we have budgeted at most enough to purchase exactly those items outlined in our budget—that is, in each case we have either under-budgeted or have budgeted an exact amount. Specifically, because we are currently expanding to a new school (East Palo Alto Academy), we expect our budget next year to exceed that of the past year we applied for annual grant funding in 2016. We expect to use Standard Grants and Quick Grants to fill in those amounts not covered by our Annual Grant budget.

BUDGET DETAIL

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific		\$(6,242.00)	\$6,242.00	\$6,242.00	\$6,242.00		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
6500	<i>This includes costs for those who need to get Training Mat (Undergraduate Special Fees/Annual) CPR or Livescan off campus.</i>	\$(600.00)	\$600.00	\$600.00	\$600.00		
6510	<i>Meetings are twice a week every week of every Regular Meeting Food (Undergraduate Special Fees/Annual) quarter and we try to bring food to each one.</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
6560	<i>Plate Dates are events in which older SOOP Event Food (Undergraduate Special Fees/Annual) members partner with newer ones and mentor them and give them advice and encouragement through a meal or snack off campus</i>	\$(630.00)	\$630.00	\$630.00	\$630.00		
7010	<i>This is an annual trip that SOOP does for its Discretionary Expenses (Undergraduate Special Fees/Annual) leaders (Stanford students) so that there can be community building between leaders.</i>	\$(815.00)	\$815.00	\$815.00	\$815.00		
7420	<i>Equipment rental from Stanford Outdoor Center Equipment Rental (Undergraduate Special Fees/Annual) for outdoor trips through SOOP that happen every almost every weekend. Itemization is too detailed and so more details of itemization can be found in documentation attached to the Annual Grant.</i>	\$(1,164.00)	\$1,164.00	\$1,164.00	\$1,164.00		
7730	<i>Gas money and car/bus/van rentals for outdoor Car / Van Rental (Undergraduate Special Fees/Annual) trips through SOOP that happen every almost every weekend. More details of itemization can be found in documentation attached to the Annual Grant.</i>	\$(2,055.00)	\$2,055.00	\$2,055.00	\$2,055.00		
7820	<i>Reservation for campsites and parking permits Registration Expense (Undergraduate Special Fees/Annual) for cars for outdoor trips through SOOP that happen every almost every weekend. More details of itemization can be found in documentation attached to the Annual Grant.</i>	\$(678.00)	\$678.00	\$678.00	\$678.00		
Food for Trips 2017-2018		\$(2,550.00)	\$2,550.00	\$2,550.00	\$2,550.00		
Food for outdoor trips through SOOP that happen every almost every weekend. More details of itemization can be found in documentation attached to the Annual Grant.							
Location:		Contact:		Attendance		150(total)	
Url:						UG: 30 Staff: 0	
						Grad: 0 Other:	
6560	<i>Food for outdoor trips through SOOP that happen Event Food (Undergraduate Special Fees/Annual) every almost every weekend. Itemization is too detailed so more details of itemization can be found in documentation attached to the Annual Grant.</i>	\$(2,550.00)	\$2,550.00	\$2,550.00	\$2,550.00	Petitioned 120	Elected
APPLICATION TOTALS		\$(8,792.00)	\$8,792.00	\$8,792.00	\$8,792.00		

ACCOUNT BALANCES

Account		Balance
2-7694-1-0-2800	ST OUTDOOR OUTREACH PRGM - SOOP	\$812.92
2-7694-1-0-2830	ST OUTDOOR OUTREACH PRGM STANFORD FUND	\$960.00
2-7694-4-5-5760	SOOP PROG BD EVENT SERVICES	\$259.00
2-7694-4-5-7710	SOOP PROG BD TRAVEL	\$195.00
2-7694-5-5-6510	SOOP COM SRV ANN MEETING FOOD	\$51.36
2-7694-5-5-6560	SOOP COM SRV ANN EVENT FOOD	\$2,224.74
2-7694-5-5-7420	ST OUTDOOR OUTREACH COM SERV EQUIPMENT RENTA	\$783.00
2-7694-5-5-7730	SOOP COM SRV ANN CAR/VAN RENTAL	\$600.00
2-7694-5-5-7820	SOOP COM SRV ANN REGISTRATION EXP	\$555.00
2-7694-9-0-2820	ST OUTDOOR ST OOP RESERVE	\$41.00