

Status: **Recommended with Modifications**

Financial Officer: Diba Massihpour

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(28,380.00)</b>	<b>\$18,830.00</b>	<b>\$15,355.00</b>	<b>\$15,355.00</b>		
Undergraduate Special Fees		\$18,830.00	\$15,355.00	\$15,355.00		
6310 - Honoraria Fees	\$(700.00)	\$700.00	\$300.00	\$300.00		
6320 - Technical Services	\$(855.00)	\$855.00	\$800.00	\$800.00		
6510 - Regular Meeting Food	\$(175.00)	\$175.00	\$175.00	\$175.00		
6560 - Event Food	\$(8,300.00)	\$6,000.00	\$4,500.00	\$4,500.00		
7080 - Event Supplies Expenses	\$(4,800.00)	\$4,800.00	\$1,350.00	\$1,350.00		
7100 - General Office Expenses	\$(300.00)	\$300.00	\$180.00	\$180.00		
7220 - Marketing Copies / Print Expenses	\$(550.00)	\$550.00	\$550.00	\$550.00		
7460 - Costumes / Uniforms	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
7510 - Facilities Rental	\$(2,450.00)	\$2,450.00	\$4,500.00	\$4,500.00		
7710 - Travel Fares	\$(2,100.00)	\$1,500.00	\$1,500.00	\$1,500.00		
[All Expense Total]	\$(28,380.00)					

**QUESTIONS & ANSWERS**

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

Yes, SWIB has received funding from Special Fees since its establishment. We have always been successful in our attempts and have received additional funding on occasion when we create new events.

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

Our total amount is only about a 2% increase, and this is a result of the establishment of several of our newer events. Our Leading Ladies gala will have a catered dinner next year, so we need a slight increase in our food budget as to not interfere with our other events. Otherwise, almost all of the line items and budgets remain the same.

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

We provide services to the Stanford undergraduate population.

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

Event Food, Event Services, and Technical Services are our 3 largest line items. This is because the primary function of our organization is to provide events and opportunities for Stanford's community, which requires this funding. We host most of our events during lunch and dinner hours as to not interfere with student's class schedules. Because of this, we frequently provide food so that students are able to attend during these times. We also utilize some larger event spaces when necessary, which have higher costs involved. Technical services are also necessary for the scale and frequency of our events.

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

It is difficult to give an average, because we hold events that average over 600 attendees (such as our ELS series), and events as intimate as 20 people. These events are always equally available to the entire Stanford community.

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

We send out weekly newsletters to an email list of almost 1000 Stanford students, as well as utilizing our website, facebook events, instagram, and also flyers and posters around campus. We are also registered with Events at Stanford.

**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**

We currently have \$19,183 in assets, \$5,921 of which are reserves. We have no other sources of funding or bank accounts at this time.

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

We host business education, recruiting, business leadership, and community building events throughout the year. We host conferences, as well as an Executive Leadership Series, and bring successful business people to Stanford's campus. We also have service opportunities, where Stanford students can share their knowledge with underprivileged communities. When appropriate, we also partner with other VSOs for events, such as Stanford in Government or Women in Computer Science, so that we are able to reach as many students as possible who may be interested in an event.

**Why are you requesting Special Fees?**

We are requesting special fees as our only funding source to continue to hold events for the Stanford community to enhance professional development, recruiting opportunities, and networking among students. While we are a women's organization, we allows membership for all identities through our SWIB allies programs, and events are open to anyone in the Stanford community.

**BUDGET DETAIL**

		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>Non Event-Specific</b>		<b>\$(18,830.00)</b>	<b>\$18,830.00</b>	<b>\$15,355.00</b>	<b>\$15,355.00</b>		
		Budgeted	Requested	Recommen	Approved	Petitioned	Elected
<b>6310</b> Honoraria Fees (Undergraduate Special Fees/Annual)	<i>Gifts for speakers at each of our events as a thank you for attending. We do not directly pay our speakers, so we offer gifts as an alternative.</i>	\$(700.00)	\$700.00	\$300.00	\$300.00		
<b>6320</b> Technical Services (Undergraduate Special Fees/Annual)	<i>For Hackpad subscription, website development, and any other tech services used for SWIB events or public domain.</i>	\$(855.00)	\$855.00	\$800.00	\$800.00		
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	<i>Money for snacks or beverages at our weekly internal meetings.</i>	\$(175.00)	\$175.00	\$175.00	\$175.00		
<b>6560</b> Event Food (Undergraduate Special Fees/Annual)	<i>Food for our events. We host many lunchtime and dinnertime events, an all day conference, and also a dinner gala open to the Stanford community, all during times to not conflict with class for Stanford students. Because of this, we often need to provide food for attendance to be possible for students. These events include catering from campus options, as well as buying food from off campus options.</i>	\$(6,000.00)	\$6,000.00	\$4,500.00	\$4,500.00		
<b>7080</b> Event Supplies Expenses (Undergraduate Special Fees/Annual)	<i>SWIB hosts many events throughout the academic year. This includes, but is not limited to, the cost of brochures, programs, certificates, signs, card scanners, printing on the day of, tape, table rentals, av, and other expenses that occur during these events.</i>	\$(4,800.00)	\$4,800.00	\$1,350.00	\$1,350.00		
<b>7100</b> General Office Expenses (Undergraduate Special Fees/Annual)	<i>SWIB branded pens, stationery, banners, and other office-related supplies for reuse throughout the year.</i>	\$(300.00)	\$300.00	\$180.00	\$180.00		
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>SWIB hosts many regular events each year (both small and large) that require marketing materials. Marketing includes flyers, printing, outreach, and other costs associated with advertising these events.</i>	\$(550.00)	\$550.00	\$550.00	\$550.00		
<b>7460</b> Costumes / Uniforms (Undergraduate Special Fees/Annual)	<i>This money would be for shirts and subsidies for attire and accessories needed for SWIB events and when interfacing with professionals through SWIB.</i>	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
<b>7510</b> Facilities Rental (Undergraduate Special Fees/Annual)	<i>Money for both large and small venue spaces for SWIB events. These include, but are not limited to, Hillel, Cemex, Tressider Rooms, The Bechtel International Center, and other venues of comparable size. This is for facilities for both internal SWIB events and events open to the Stanford community.</i>	\$(2,450.00)	\$2,450.00	\$4,500.00	\$4,500.00		
<b>7710</b> Travel Fares (Undergraduate Special Fees/Annual)	<i>SWIB travels to conferences and industry events that promote women in the field and educate members on challenges/opportunities for women in business. This money is to travel to these events.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
<b>7710</b> Travel Fares (Undergraduate Special Fees/Annual)	<i>Fees for gas, parking, and transportation (also including buses and zipcars)</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
<b>APPLICATION TOTALS</b>		<b>\$(18,830.00)</b>	<b>\$18,830.00</b>	<b>\$15,355.00</b>	<b>\$15,355.00</b>		

ACCOUNT BALANCES

Account		Balance
2-8487-1-0-2800	ST WOMEN IN BUSINESS	\$7,712.74
2-8487-1-0-2830	ST WOMEN IN BUSINESS STANFORD FUND	\$2,088.90
2-8487-2-5-6310	SWIB SPEC FEE HONORARIA FEES	\$169.47
2-8487-2-5-6320	SWIB SPEC FEE TECHNICAL SERVICES	\$664.95
2-8487-2-5-6510	SWIB SPEC FEE REGULAR MEETING FOOD	\$72.06
2-8487-2-5-6560	SWIB SPEC FEE EVENT FOOD	\$81.50
2-8487-2-5-7080	SWIB SPEC FEE EVENT SUPPLIES EXPENSE	\$949.44
2-8487-2-5-7100	SWIB SPEC FEE GENERAL OFFICE EXP	\$180.00
2-8487-2-5-7220	SWIB SPEC FEE MKTG COPIES/PRINT EXP	\$363.33
2-8487-2-5-7460	SWIB SPEC FEE COSTUMES UNIFORMS	\$712.43
2-8487-2-5-7510	SWIB SPEC FEE FACILITIES RENTAL	\$4,425.00
2-8487-2-5-7710	SWIB SPEC FEE TRAVEL FARES	\$0.00
2-8487-2-5-7740	SWIB ANNUAL GRANT ACCOMODATIONS	\$400.00
2-8487-9-0-2820	SWIB RESERVE	\$6,790.13