

Status: **Recommended with Modifications**

Financial Officer: Chapman Caddell

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(38,560.00)	\$38,560.00	\$38,025.00			
Undergraduate Special Fees		\$38,560.00	\$38,025.00			
5760 - Event Services	\$(16,150.00)	\$16,150.00	\$16,150.00			
6310 - Honoraria Fees	\$(15,500.00)	\$15,500.00	\$15,500.00			
6510 - Regular Meeting Food	\$(300.00)	\$300.00	\$300.00			
6560 - Event Food	\$(4,840.00)	\$4,840.00	\$4,840.00			
7130 - Postage/Courier	\$(125.00)	\$125.00	\$110.00			
7140 - Copies (Not Marketing)	\$(700.00)	\$700.00	\$680.00			
7200 - General Marketing Expenses	\$(945.00)	\$945.00	\$445.00			
[All Expense Total]	\$(38,560.00)					

QUESTIONS & ANSWERS

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

2015: \$33,510
 2016: \$27,980
 2017: \$37,360

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

Yes, there is a slight increase in the amount we're seeking. We are asking for 3.21% more than last year, only slightly more than the U.S. annual rate of inflation. The rest of this increase reflects changes in spending. More money is being put into events that directly serve the student body, and less is being put into other expenses for SIG, e.g. office supplies.

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

We brings speakers and policy-related events to campus and provide logistical support and manpower for the fellowships/stipends program. Detailed in the budget.

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

1. Event services
2. Honoraria
3. Event food

Detailed in budget.

What is the average attendance at your events?

Varies. Detailed in budget.

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

We always market our events via email and Facebook, and we have no problems with attendance in the past. Fellowships are marketed via email, Facebook, and flyering.

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

- 1) visible in myGroups
- 2) visible in myGroups
- 3) N/A
- 4) funding from Haas for the fellowship program that we operate

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

Detailed in budget.

Why are you requesting Special Fees?

SIG has always requested Special Fee/Annual Grant funding. Without it, we could not put on our speaker events and policy lunches, and we would be unable to fulfill our responsibilities in facilitating and running the fellowships program funded by Haas.

BUDGET DETAIL

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific	\$(38,560.00)	\$38,560.00	\$38,025.00			

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
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5760	<i>Policy debates: Student/professor debates over such topics as divestment, free speech, etc. New SIG program begun this year, two debates held so far. Target of three debates/yr (one debate/qtr) going forward. Event services fee taken from last debate in Cubberley, attendance likely to be similar in the future. 3 debates * \$2700/debate = \$8100.</i>	\$(16,150.00)	\$16,150.00	\$16,150.00		
	<i>Event Services (Undergraduate Special Fees/Annual)</i>					
	<i>Flagship speaker event: SIG typically holds one event each year with a high-profile speaker. This year, we brought in Susan Rice; last year, we had Barbara Boxer. High attendance + critical security services makes these events cost abt \$3000 to put on (excluding honoraria fees). At least \$2700. 1 flagship speaker event * \$2700/event = \$2700.</i>					
	<i>Large special event: SIG typically holds a few events each year with speakers who are high-profile but perhaps not as well-known as our "flagship" speakers. With fewer attendees and lower security costs, these special events vary in cost but average abt \$2000. This year, for instance, we brou</i>					

6310	<i>Flagship speaker event: See Event Services for background on our "flagship" event. This year, bringing Susan Rice to campus cost \$35000. SIG handles the logistical details of bringing these speakers to campus and would typically cover 50% of the costs. This year, we only covered \$12500 (after co-sponsorship), and we can expect to spend abt as much next year. Above the target, but high attendance and the only way for us to bring these high-profile speakers to campus. Our biggest program outside SIG fellowships/stipends. 1 flagship speaker fee * \$12500/share of fee = \$12500.</i>	\$(15,500.00)	\$15,500.00	\$15,500.00		
	<i>Honoraria Fees (Undergraduate Special Fees/Annual)</i>					
	<i>Smaller speaker events: Speaker fees for smaller events. Speakers at some events listed under Event Services do not charge, but enough do that we need this funding to keep up. Some charge more, some charge less, but the average is abt \$1000. Adam Nagourney charged abt \$1800 when he came to campus, and we are typically asked to cover speaker fees/travel expenses for speakers at least 3 times each year. 3</i>					

6510	<i>Have been covering out of our 2800. Use meeting/post-meeting "study night" to build community. Coffee, donuts, etc. Helps students interested in public service to connect. 10 meetings/qtr * 3 quarters * \$10/meeting = \$300.</i>	\$(300.00)	\$300.00	\$300.00		
	<i>Regular Meeting Food (Undergraduate Special Fees/Annual)</i>					

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
Non Event-Specific	\$(38,560.00)	\$38,560.00	\$38,025.00			

	Budgeted	Requested	Recommen	Approved	Petitioned	Elected
7200 General Marketing Expenses (Undergraduate Special Fees/Annual)						
<i>Flyers: For marketing SIG fellowship/stipends program. Our responsibility to market the fellowships, Haas funds fellowships themselves. Critical for us to market widely to keep dozens of fellowships available to all Stanford undergrads alive. Above target, but our single most important responsibility as an organization. Spent \$275 on flyers this year. \$300.</i>	\$(945.00)	\$945.00	\$445.00			
<i>Facebook: Facebook advertising for events throughout the term. Most other marketing done through email. Only marketing expense for SIG&#39;s non-fellowship events. \$25.</i>						
<i>Canva for Work: Yearly membership used by graphics team for website and fellowships/stipends marketing. Used to keep up/professionalize the website for access to information about SIG fellowships/stipends. Important to look as professional as possible for potential partner organizations. \$120.</i>						
<i>Cosponsorship: To replace marketing funds previously used in cosponsorships, e.g. Title IX event. In the past, we have had a cosponsorship budget that has been used fo</i>						
APPLICATION TOTALS	\$(38,560.00)	\$38,560.00	\$38,025.00			

ACCOUNT BALANCES

Account		Balance
2-7487-1-0-2800	ST IN GOVERNMENT	\$7,679.84
2-7487-1-0-2830	ST IN GOV'T STANFORD FUND	\$0.00
2-7487-1-0-9010	SIG O/S PURCHASE ORDER	\$0.00
2-7487-2-5-5760	SIG SPEC FEE EVENTS SERVICES	\$4,063.61
2-7487-2-5-6310	SIG SPEC FEE HONORARIA FEES	\$21,662.13
2-7487-2-5-6560	SIG SPEC FEE EVENT FOOD	\$3,478.72
2-7487-2-5-7020	SIG SPEC FEE COSPONSORSHIP EXP	\$5,000.00
2-7487-2-5-7130	SIG SPEC FEE POSTAGE/COURIER	\$139.93
2-7487-2-5-7140	SIG SPEC FEE COPIES (NOT MKTG)	\$279.55
2-7487-2-5-7150	SIG SPEC FEE OFFICE SUPPLIES	\$650.00
2-7487-2-5-7200	SIG SPEC FEE GEN MKTG EXP	\$611.77
2-7487-2-5-7220	SIG SPEC FEE MKTG COPIES/PRINT EXP	\$500.00
2-7487-9-0-2820	SIG RESERVE	\$36,783.40