

ASSU Special Fees

Special Fees 2005-2006

7257 Stanford Dance Marathon

Financial Officer: Sonam T. Sherpa
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Line Item Summary:

GL Code:		Total Budgeted:	Requested from Students:
6240	Casual Labor	\$2,232.00	\$2,232.00
7140	Copies (not marketing)	\$995.00	\$995.00
7180	Educational Literature	\$200.00	\$200.00
7410	Equipment	\$3,355.00	\$2,355.00
7420	Equipment Rental	\$3,262.00	\$3,262.00
7510	Facilities Rental	\$1,200.00	\$1,200.00
7720	Gas	\$125.00	\$125.00
7200	General Marketing	\$3,775.00	\$3,775.00
6310	Honoraria	\$1,200.00	\$1,200.00
7220	Marketing Copies / Print Expense	\$300.00	\$300.00
7150	Office Supplies	\$50.00	\$50.00
7130	Postage / Courier	\$300.00	\$300.00
6510	Refreshments / Meeting Food	\$10,100.00	\$5,100.00
6500	Training Material	\$415.00	\$415.00
Totals:		\$27,509.00	\$21,509.00

Event Breakdown:

Event: Equipment Rental

This covers all the equipment rental for the Dance Marathon. All costs are based on the amount spent on this year's event. Also includes labor costs.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7420	12'x24'x24" stage	\$171.00	\$171.00
Equipment Rental			

7420 Equipment Rental	8 Banquet Tables	\$145.00	\$145.00
7420 Equipment Rental	26 stanchions	\$188.00	\$188.00
7420 Equipment Rental	post-a-boards	\$120.00	\$120.00
7420 Equipment Rental	36" TALL kiosk tables	\$81.00	\$81.00
7420 Equipment Rental	black carpet on floor ~120'	\$1,000.00	\$1,000.00
7420 Equipment Rental	pipe and drapes	\$126.00	\$126.00
7420 Equipment Rental	10.5' x 14' RP screen Sanyo 5000 projector short throw lens	\$661.00	\$661.00
7420 Equipment Rental	lighting system multi colored gels for spots, amber for pars disco lighting system	\$393.00	\$393.00
7420 Equipment Rental	backup generator (required) emergency worklights (required) power tie-in for lighting	\$165.00	\$165.00
7420 Equipment Rental	Miscellaneous: velvet rope post-a-boards black tabledrapes tarp 1/2 floor - use tarp in locker room 36" TALL kiosk tables black carpet on floor ~120' 24' pipe & drape behind stage [2] @ 20' pipe & drape sections black stageskirt (24") red skirtsets (registration) white skirtsets (meditation room) plastic tablecloths (2 red, 2 white)	\$212.00	\$212.00
6240 Casual Labor	Labor setup(4 men/3hrs)-\$516 Labor removal(4 men/3hrs)-\$516	\$1,032.00	\$1,032.00

6240	AV setup (4men 3hr/ea)-600 AV remove - 600	\$1,200.00	\$1,200.00
Casual Labor			
Totals:		\$5,494.00	\$5,494.00

Event: Organizational Costs

These are the expenses required to run the organization, including food for meetings, postage, shirts, etc.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
6510	50 people x 7 meetings with food x \$2 snacks.	\$700.00	\$700.00
Refreshments / Meeting Food			
6510	committee dinner: 10 committees x 5 people per committee x \$8 dinner	\$400.00	\$400.00
Refreshments / Meeting Food			
7720	Executive Member Retreat - 4 cars x 240 miles x .13c/mile	\$125.00	\$125.00
Gas			
7510	\$200 for retreat costs (i.e camping fees, food, etc.)	\$200.00	\$200.00
Facilities Rental			
7200	1 T-shirt for 50 committee members @ \$5/shirt	\$250.00	\$250.00
General Marketing			
7130	Envelopes and stamps for 150 faculty invites 300 student thank you notes 200 donor thank you notes 100 corporate letters	\$300.00	\$300.00
Postage / Courier			
7150	200 thank you cards @25c	\$50.00	\$50.00
Office Supplies			
Totals:		\$2,025.00	\$2,025.00

Event: Marketing

This covers the cost for Marketing as well as informational material for our dancers.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7200 General Marketing	Registration/Fundraising T-shirts for 350 dancers @ \$3.5/shirt	\$1,225.00	\$1,225.00
7200 General Marketing	Event T-shirts for 350 dancers @ \$3.5/shirt	\$1,225.00	\$1,225.00
7200 General Marketing	T-shirts for 250 moralers @ \$3.5/shirt	\$875.00	\$875.00
6500 Training Material	Dancer Survival Guide(20pg*350copies*.05)=350	\$350.00	\$350.00
6500 Training Material	Student Group Brochure(6pg*150copies*.05)=45	\$45.00	\$45.00
6500 Training Material	Dorm Captain Brochure(8pg*50copies*.05)=20	\$20.00	\$20.00
7140 Copies (not marketing)	Corporate Packet(8pg*300copies*.05)=120	\$120.00	\$120.00
7180 Educational Literature	Outreach Brochure(4pg*1000copies*.05)=200	\$200.00	\$200.00
7220 Marketing Copies / Print Expense	Flyers(1pg*2000copies*.05)=100	\$100.00	\$100.00
7220 Marketing Copies / Print Expense	Fundraising Brochure(4pg*1000copies*.05)=200	\$200.00	\$200.00
7200 General Marketing	Banner	\$200.00	\$200.00

Totals:	\$4,560.00	\$4,560.00
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Event: Dance Marathon			
This item includes costs for putting on the event itself, including decorations, building supervisors, etc. Everything except equipment rental.			
GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7510 Facilities Rental	Roble Gym or Arillaga Alumni Center	\$1,000.00	\$1,000.00
6310 Honoraria	Building Supervisors 28hrs @ \$15/hr = 420 DJ's - \$600	\$1,020.00	\$1,020.00
7410 Equipment	Decorations for Gym - Posterboard Glitter Duct Tape Butcher Paper Paint Color Board Ribbons Balloons, Stars Candles	\$700.00	\$700.00
7410 Equipment	Materials for morale: Necklaces-500@.37=185 Glowsticks - 300@.40 = 120 Bracelets 500@\$1 = 500 200 pillows @ \$3 = 600	\$1,405.00	\$1,405.00
7140 Copies (not marketing)	Event Program Guide(25pg*700copies*.05)=625	\$875.00	\$875.00
7410 Equipment	350 Lanyards and Badges - 200 600 Plastic Bags - 50	\$250.00	\$250.00
6310 Honoraria	Security Guards - 2 x \$15/hr * 6 hr	\$180.00	\$180.00
6510 Refreshments / Meeting Food	Meals:400people*\$5/meal* 3 meals= \$6000 Snacks:500people*\$2/snack * 3 snacks = \$3000	\$9,000.00	\$4,000.00
7410 Equipment	Prizes - \$1000	\$1,000.00	\$0.00
Totals:		\$15,430.00	\$9,430.00

Totals:	Total Budgeted:	Requested from students:
	\$27,509.00	\$21,509.00

Outside Revenue:

Source:	Amount:
Stanford Fund	\$6,000.00
Total:	\$6,000.00