

ASSU Special Fees

6870 MSAN - Muslim Student Awareness Network

Cycle: Special Fees 2005-2006

Type: Undergraduate

Financial Officer: Omar Shakir

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Line Item Summary:

GL Code:	Budgeted:	Requested:	Recommended:	Approved:
7740 <i>Accomodations</i>	\$2,400.00	\$868.23	\$868.23	\$868.23
7140 <i>Copies (not marketing)</i>	\$89.00	\$89.00	\$89.00	\$89.00
7410 <i>Equipment</i>	\$1,200.00	\$0.00	\$0.00	\$0.00
7420 <i>Equipment Rental</i>	\$480.00	\$210.00	\$210.00	\$210.00
7520 <i>Facilities Janitorial</i>	\$2,200.00	\$1,170.00	\$1,170.00	\$1,170.00
6310 <i>Honoraria</i>	\$11,200.00	\$5,685.00	\$5,685.00	\$5,685.00
7220 <i>Marketing Copies / Print Expense</i>	\$980.00	\$442.50	\$442.50	\$442.50
7130 <i>Postage / Courier</i>	\$30.80	\$30.80	\$30.80	\$30.80
6510 <i>Refreshments / Meeting Food</i>	\$8,075.00	\$2,765.00	\$2,765.00	\$2,765.00
7810 <i>Royalties</i>	\$497.00	\$317.00	\$317.00	\$317.00
6320 <i>Technical Services</i>	\$684.00	\$228.00	\$228.00	\$228.00
7710 <i>Travel Fares</i>	\$5,400.00	\$2,120.25	\$2,120.25	\$2,120.25
Totals:	\$33,235.80	\$13,925.78	\$13,925.78	\$13,925.78

Event Breakdown:

Event: Islam Awareness Month

A four week dinner/lecture series aimed to increase student awareness of issues pertaining to Muslims, to remove negative stereotype, and to promote better cross-cultural understanding on Stanford's campus.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	\$800 for our opening night speaker, \$200 for the next week's speaker, \$200 for the following week, and \$600 for the last night's speaker	\$1,850.00	\$1,150.00	\$1,150.00	\$1,150.00
6510 Refreshments / Meeting Food	Four cultural dinners- each from a different part of the Muslim World; 85 (people per dinner) X 4 dinners X \$8 per person	\$2,720.00	\$1,520.00	\$1,520.00	\$1,520.00

7710 Travel Fares	Flight for 3 speakers at \$400 each	\$1,200.00	\$300.00	\$300.00	\$300.00	
7740 Accommodations	A hotel room for two of the speakers at \$200 per room	\$400.00	\$200.00	\$200.00	\$200.00	
7220 Marketing Copies / Print Expense	250 copies per event X 4 events X .10 per copy = 100 30 color posters (for entire series) X 1.25 = 37.50	\$137.50	\$137.50	\$137.50	\$137.50	
Totals:		\$6,307.50	\$3,307.50	\$3,307.50	\$3,307.50	

Event: Other Islam Awareness Events

1 panel (with three speakers) on topics such as 'Abraham Across the Faiths' or 'Islamophobia'. 2 other speaker events- potential talks include 'Women in Islam', 'Progressivism and Islam', 'What It Means to be Muslim', etc.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	
6310 Honoraria	\$200 for each speaker in the panel=\$600 \$300 for each of the two other speakers=\$600	\$1,200.00	\$800.00	\$800.00	\$800.00	
7220 Marketing Copies / Print Expense	250 copies per event X 3 events X .10 per copy = 75	\$75.00	\$75.00	\$75.00	\$75.00	
6510 Refreshments / Meeting Food	Snacks for event (cookies/water): S1 X 200 = 200	\$200.00	\$0.00	\$0.00	\$0.00	
7520 Facilities Janitorial	Cubberley at \$165 (for one event), two other rooms at \$70	\$305.00	\$305.00	\$305.00	\$305.00	
7710 Travel Fares	2 speakers at \$150 each= 300	\$300.00	\$200.00	\$200.00	\$200.00	
6320 Technical Services	For a technician for Cubberley Auditorium (\$57 per hour X 4 hours)	\$228.00	\$0.00	\$0.00	\$0.00	
7740 Accommodations	Hotel Room for one speaker	\$150.00	\$78.00	\$78.00	\$78.00	
7420 Equipment Rental	3 mics at \$30 each	\$90.00	\$90.00	\$90.00	\$90.00	
Totals:		\$2,548.00	\$1,548.00	\$1,548.00	\$1,548.00	

Event: Iraq Film Festival

A month-long festival that promotes awareness about the situation in Iraq and the culture of the Iraqi people. Includes a panel with four speakers, 4 movie screenings, 2 speakers, and an art exhibit

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	
6310 Honoraria	\$800 for the panel (\$200 per speaker) \$500 for the two other speakers- \$250 per speaker \$400- for the art exhibit	\$1,700.00	\$410.00	\$410.00	\$410.00	
7220 Marketing Copies / Print Expense	250 copies per event X 5 events X .10 per copy = 125 10 color posters (for entire series) X 1.25= 12.50	\$137.50	\$0.00	\$0.00	\$0.00	
6510 Refreshments / Meeting Food	Snacks for event (cookies/water): S1 X 250 = 250	\$250.00	\$100.00	\$100.00	\$100.00	
7520 Facilities Janitorial	5 rooms at \$70 each	\$350.00	\$70.00	\$70.00	\$70.00	
7710 Travel Fares	3 speakers at \$300 each	\$900.00	\$490.25	\$490.25	\$490.25	
7420 Equipment Rental	3 mics at \$30 each	\$90.00	\$0.00	\$0.00	\$0.00	
7810 Royalties	\$137 for one film, \$60 for each of the other three	\$317.00	\$317.00	\$317.00	\$317.00	
7740 Accomodations	One speaker for one evening	\$150.00	\$0.00	\$0.00	\$0.00	
Totals:		\$3,894.50	\$1,387.25	\$1,387.25	\$1,387.25	

Event: Kashmir Film and Speaker

A speaker and a film screening

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	For the speaker	\$250.00	\$250.00	\$250.00	\$250.00
7220 Marketing Copies / Print Expense	250 copies X .10 per copy = 25	\$25.00	\$25.00	\$25.00	\$25.00
6510 Refreshments / Meeting Food	Snacks for event (cookies/water): S1 X 70 people = 70	\$70.00	\$70.00	\$70.00	\$70.00
7520 Facilities Janitorial	One room	\$65.00	\$65.00	\$65.00	\$65.00
Totals:		\$410.00	\$410.00	\$410.00	\$410.00

Event: Cultural Dinners

Eid Dinner (to celebrate one of Islam's biggest holidays- open to the entire Stanford community), Fastathon (where students are invited to a large cultural dinner after a day of fasting to commemorate the Holy Month on the Muslim Calendar), one large spring quarter cultural extravaganza

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	For a speaker at the Eid Dinner to explain the significance of the occasion	\$200.00	\$125.00	\$125.00	\$125.00
7220 Marketing Copies / Print Expense	250 copies per event X .10 per copy X 3 events	\$75.00	\$0.00	\$0.00	\$0.00
7520 Facilities Janitorial	Manzanita on one evening	\$50.00	\$0.00	\$0.00	\$0.00
6510 Refreshments / Meeting Food	\$8 per person X 450 people (150 per event)	\$3,600.00	\$800.00	\$800.00	\$800.00
Totals:		\$3,925.00	\$925.00	\$925.00	\$925.00

Event: Civil Rights Events

Will invite two speakers to speak about the violation of civil liberties in the post 9-11 environment (esp. to Muslims)

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	
6310 Honoraria	Two speakers at \$250 each	\$500.00	\$150.00	\$150.00	\$150.00	
7220 Marketing Copies / Print Expense	250 copies per event X .10 per copy X 2 events	\$50.00	\$0.00	\$0.00	\$0.00	
6510 Refreshments / Meeting Food	Snacks for event (cookies/water): S1 X 100 people = 100	\$100.00	\$0.00	\$0.00	\$0.00	
7520 Facilities Janitorial	Two rooms at \$70 each	\$140.00	\$140.00	\$140.00	\$140.00	
7420 Equipment Rental	1 mic at \$30	\$30.00	\$30.00	\$30.00	\$30.00	
7740 Accomodations	One hotel room for one night for the speaker	\$150.00	\$150.00	\$150.00	\$150.00	
7710 Travel Fares	Flight for one speaker for \$350	\$350.00	\$350.00	\$350.00	\$350.00	
Totals:		\$1,320.00	\$820.00	\$820.00	\$820.00	

Event: Speaker on Sudan

Will invite a speaker to speak on the current situation in Sudan, especially in the Darfur region

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	
6310 Honoraria	Single speaker	\$350.00	\$350.00	\$350.00	\$350.00	
7220 Marketing Copies / Print Expense	250 copies X .10 per copy	\$25.00	\$0.00	\$0.00	\$0.00	
7520 Facilities Janitorial	One room	\$70.00	\$5.00	\$5.00	\$5.00	
7710 Travel Fares	Single Flight	\$200.00	\$0.00	\$0.00	\$0.00	
7740 Accomodations	Single Room	\$150.00	\$0.00	\$0.00	\$0.00	
Totals:		\$795.00	\$355.00	\$355.00	\$355.00	

Event: Other Event (Syria, Iran)

Will invite a speaker to speak on the current situation in some other part of the Muslim World- Specific format/theme depends on what happens in world affairs;

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	Single speaker	\$350.00	\$350.00	\$350.00	\$350.00
7220 Marketing Copies / Print Expense	250 copies X .10 per copy	\$25.00	\$25.00	\$25.00	\$25.00
7520 Facilities Janitorial	One room	\$70.00	\$70.00	\$70.00	\$70.00
7740 Accomodations	Single Room	\$150.00	\$150.00	\$150.00	\$150.00
7710 Travel Fares	Single Flight	\$200.00	\$200.00	\$200.00	\$200.00
Totals:		\$795.00	\$795.00	\$795.00	\$795.00

Event: General Operating Expenses

Expenses Needed to Run the Organization

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7130 Postage / Courier	Mail things as needed	\$30.80	\$30.80	\$30.80	\$30.80
7140 Copies (not marketing)	Meeting agendas- 25 X .05 X 30- 37.50 Meeting handouts- 25 X .05 X 10- 12.50	\$49.00	\$49.00	\$49.00	\$49.00
7410 Equipment	Purchase new projector to use for the entire year (replace rental costs)	\$1,200.00	\$0.00	\$0.00	\$0.00
7220 Marketing Copies / Print Expense	Creation of permanant MSAN banner (Kinko's estimate)	\$80.00	\$80.00	\$80.00	\$80.00
Totals:		\$1,359.80	\$159.80	\$159.80	\$159.80

Event: Dorm Talks

Muslim students go to dorms around campus and discuss what Islam means to them

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7220 Marketing Copies / Print Expense	250 copies (for entire year of dorm talks) X .10 per copy	\$25.00	\$25.00	\$25.00	\$25.00
Totals:		\$25.00	\$25.00	\$25.00	\$25.00

Event: Eid Tabling

Tabling in White Plaza to notify Stanford community of the Muslim Holiday of Eid- which occurs twice a year

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6510 Refreshments / Meeting Food	Mahmool (Date cookies from Saudi Arabia) to pass out (on two occasions)	\$175.00	\$175.00	\$175.00	\$175.00
7140 Copies (not marketing)	Handouts that notify community of meaning of Eid holiday (given in White Plaza and at cultural dinners)- 800 X .05	\$40.00	\$40.00	\$40.00	\$40.00
Totals:		\$215.00	\$215.00	\$215.00	\$215.00

Event: 'War on Terrorism' Event

Will invite speaker to discuss the causes for terrorism, its relation to Islam, the current 'War on Terrorism', and its effect on the Muslim World

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	One speaker	\$600.00	\$600.00	\$600.00	\$600.00
7220 Marketing Copies / Print Expense	250 copies X .10 per copy	\$25.00	\$25.00	\$25.00	\$25.00
7520 Facilities Janitorial	One room	\$70.00	\$70.00	\$70.00	\$70.00
7710 Travel Fares	One speaker on one flight	\$250.00	\$250.00	\$250.00	\$250.00
7740 Accommodations	One speaker for one night	\$200.00	\$200.00	\$200.00	\$200.00
Totals:		\$1,145.00	\$1,145.00	\$1,145.00	\$1,145.00

Event: Muslim Hip-Hop Concert

Invite Calligraphy of Thought, a local Muslim Hip-Hop group, to perform on campus (Cubberley Auditorium fee)

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	
6310 Honoraria	Standard fee group charges	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
7220 Marketing Copies / Print Expense	250 copies X .10 per copy	\$25.00	\$25.00	\$25.00	\$25.00	
7520 Facilities Janitorial	Cubberley Auditorium fee	\$165.00	\$165.00	\$165.00	\$165.00	
6320 Technical Services	For a technician for Cubberley Auditorium (\$57 per hour X 4 hours)	\$228.00	\$228.00	\$228.00	\$228.00	
7420 Equipment Rental	3 mics at \$30 each	\$90.00	\$90.00	\$90.00	\$90.00	
Totals:		\$1,508.00	\$1,508.00	\$1,508.00	\$1,508.00	

Event: International Film Festival

Featuring films on other important issues in the Muslim World (Afghanistan, Bosnia, Southeast Asia, central Africa)

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7810 Royalties	1 film for \$60 3 films free from Green	\$60.00	\$0.00	\$0.00	\$0.00
7220 Marketing Copies / Print Expense	250 copies X .10 per copy	\$25.00	\$25.00	\$25.00	\$25.00
7520 Facilities Janitorial	4 rooms for \$70 each	\$280.00	\$280.00	\$280.00	\$280.00
6510 Refreshments / Meeting Food	Snacks for event (cookies/water): S1 X 100 people = 100	\$100.00	\$100.00	\$100.00	\$100.00
Totals:		\$465.00	\$405.00	\$405.00	\$405.00

Event: Palestine Awareness Month

Includes events either sponsored OR co-sponsored by MSAN; A month-long festival that promotes awareness about the situation in Palestine and the culture of the Palestinian people (also includes Palestine events from different times in the year). Includes 7 speakers, 4 movie screenings, a cultural dinner, an art exhibit, and a White Plaza event.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	\$1000 for keynote speaker, \$800 for outstanding speaker, \$500 each for two good speakers, \$200 each for two average speakers	\$3,200.00	\$500.00	\$500.00	\$500.00
7220 Marketing Copies / Print Expense	250 copies (per event) X .10 per copy X 10 events	\$250.00	\$0.00	\$0.00	\$0.00
6510 Refreshments / Meeting Food	Cultural Dinner: \$8 per person X 70 people= \$560 White Plaza event- \$100 on dessert to distribute Snacks for event (cookies/water): S1 X 200 people = \$200	\$860.00	\$0.00	\$0.00	\$0.00
7520 Facilities Janitorial	6 rooms X \$70- \$420 Cubberley Aud- \$165 Manzanita Dining- \$50	\$635.00	\$0.00	\$0.00	\$0.00
6320 Technical Services	For a technician for Cubberley Auditorium (\$57 per hour X 4 hours)	\$228.00	\$0.00	\$0.00	\$0.00
7420 Equipment Rental	6 mics at \$30 each	\$180.00	\$0.00	\$0.00	\$0.00
7810 Royalties	2 movies free at Green, 2 at \$60 each	\$120.00	\$0.00	\$0.00	\$0.00
7710 Travel Fares	\$1000- keynote speaker flight from Israel to America Four speakers X \$250 per flight- \$1000	\$2,000.00	\$330.00	\$330.00	\$330.00
7740 Accommodations	Keynote speaker hotel (\$250) one night Four other speakers one night (\$200 each)- \$800	\$1,050.00	\$90.23	\$90.23	\$90.23
Totals:		\$8,523.00	\$920.23	\$920.23	\$920.23

Totals:	Budgeted:	Requested:	Recommended:	Approved:
	\$33,235.80	\$13,925.78	\$13,925.78	\$13,925.78

Revenue not from Student fees:

Source:	Amount:
CJME Co-sponsorship	\$4,500.00
ISSU Co-sponsorship	\$3,000.00
OASIS Co-sponsorship	\$2,000.00
ASSU Speakers Bureau Co-sponsorship	\$1,000.00
Other Co-sponsorship (Bechtel, administrative budgets, departments, other student groups)	\$5,810.02
Stanford Fund	\$3,000.00
Total:	\$19,310.02