

# ASSU Special Fees

## 6913 SASA - Stanford African Student Assoc

Cycle: Special Fees 2005-2006

Type: Undergraduate

Financial Officer: Chika Okafor

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### Line Item Summary:

GL Code:	Budgeted:	Requested:	Recommended:	Approved:
7740 <i>Accomodations</i>	\$700.00	\$200.00	\$200.00	\$200.00
7020 <i>Co-sponsorship Expenses</i>	\$1,000.00	\$200.00	\$0.00	\$0.00
7410 <i>Equipment</i>	\$100.00	\$100.00	\$0.00	\$0.00
7420 <i>Equipment Rental</i>	\$2,519.00	\$2,219.00	\$2,219.00	\$2,219.00
7520 <i>Facilities Janitorial</i>	\$450.00	\$450.00	\$450.00	\$450.00
7510 <i>Facilities Rental</i>	\$500.00	\$500.00	\$500.00	\$500.00
7720 <i>Gas</i>	\$100.00	\$100.00	\$100.00	\$100.00
7200 <i>General Marketing</i>	\$111.00	\$111.00	\$111.00	\$111.00
6310 <i>Honoraria</i>	\$3,280.00	\$3,280.00	\$3,280.00	\$3,280.00
7220 <i>Marketing Copies / Print Expense</i>	\$120.00	\$120.00	\$120.00	\$120.00
7120 <i>Phone</i>	\$10.00	\$10.00	\$0.00	\$0.00
7130 <i>Postage / Courier</i>	\$74.00	\$74.00	\$74.00	\$74.00
6510 <i>Refreshments / Meeting Food</i>	\$4,500.00	\$3,850.00	\$3,550.00	\$3,550.00
7820 <i>Registration Fees</i>	\$1,250.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	<b>\$14,714.00</b>	<b>\$11,214.00</b>	<b>\$10,604.00</b>	<b>\$10,604.00</b>

## Event Breakdown:

<b>Event: OPERATING EXPENSES</b>						
<b>GL Code:</b>	<b>Explanation/Itemization:</b>	<b>Budgeted:</b>	<b>Requested:</b>	<b>Recommended:</b>	<b>Approved:</b>	
7120 Phone	Phone = \$10 100 minutes at \$0.10 per minute = \$10	\$10.00	\$10.00	\$0.00	\$0.00	
The Committee did not feel this was an efficient use of student funds.						
7130 Postage / Courier	Postage/Courier = \$74 50 Conference proposals 150 Africa Week event invitations = 200 letters at \$0.37 per letter = 74	\$74.00	\$74.00	\$74.00	\$74.00	
<b>Totals:</b>		<b>\$84.00</b>	<b>\$84.00</b>	<b>\$74.00</b>	<b>\$74.00</b>	

## Event: Africa Week (Part I of II)

Africa Week is our main event for the year and occurs during Spring Quarter. The event includes 4 main activities: Culture Night, Africa Night, a soccer tournament and a panel lecture/conference.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	Honoraria = \$3100 Culture Night performers = \$600 Africa Night Keynote = \$1000 + \$500 travel Conference Keynote = \$1000	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00
6510 Refreshments / Meeting Food	Refreshments = \$2100 Culture Night = 125 people at \$2 per snack = \$250 Africa Night = 200 people at \$8 per dinner = \$1600 Soccer Tournament = 50 people at \$2 per snack = \$100 Conference = 75 people at \$2 per snack = \$150	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00
7200 General Marketing	General Marketing = \$111 (Roll of film= \$24, Development of Photos=\$42, banner=\$25, paint for the banner=\$12)	\$111.00	\$111.00	\$111.00	\$111.00
7220 Marketing Copies / Print Expense	Marketing Copies/Printing = \$110 30 posters at \$1 = \$30 600 black and white posters at \$.05 = \$30 500 colored posters at \$.1 = \$50	\$110.00	\$110.00	\$110.00	\$110.00
7420 Equipment Rental	Equipment Rental = \$1254 (Costs quoted by Events and Services for the main events for the week) Multimedia Tech/Set-up 3 programs @ 63/hr = \$189 Mini Sound System 3 programs @ \$80.00/day = \$240 Additional Mic 7 @ \$12.00/day = \$84 Data Projector 3 programs @ \$165/2-hrs = \$495 84" Screen 3 @ \$26/day = \$78 AV Tech/Pickup 3 hr @ \$56.00/hr = \$168	\$1,254.00	\$1,254.00	\$1,254.00	\$1,254.00
7510 Facilities Rental	Facilities Rental = 400 2 event spaces at \$150 ; one space at \$100	\$400.00	\$400.00	\$400.00	\$400.00
<b>Totals:</b>		<b>\$7,075.00</b>	<b>\$7,075.00</b>	<b>\$7,075.00</b>	<b>\$7,075.00</b>

## Event: Memorial Lecture Series

The Phillippe Wamba lecture series was initiated to commemorate the writer activist Phillippe Wamba, brother of SASA member Kolo Wamba. The series involves students and external speakers providing emerging perspectives on Africa and is free and open to all.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6310 Honoraria	Honoraria=\$180 (as honorarium, SASA gives each speaker a copy of Philippe Wamba's book. There are 9 speakers. 1 book per person=\$19.99)	\$180.00	\$180.00	\$180.00	\$180.00
7420 Equipment Rental	Equipment Rental (cost of items required by lecturer, including videos/dvds, projection screens, and microphones)=\$180	\$180.00	\$180.00	\$180.00	\$180.00
<b>Totals:</b>		<b>\$360.00</b>	<b>\$360.00</b>	<b>\$360.00</b>	<b>\$360.00</b>

## Event: TriviAfrique Quiz Show

The TriviAfrique Quiz Show is an initiative to encourage the wider Stanford community to learn about Africa and the African Diaspora through an interactive game show. The show is structured by teams who represent different student organizations and interests.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6510 Refreshments / Meeting Food	Refreshments = \$100 50 people at \$2 per snack	\$100.00	\$100.00	\$100.00	\$100.00
7410 Equipment	Equipment = \$100 Game software = \$50 Buzzers and props for 5 teams = \$50	\$100.00	\$100.00	\$0.00	\$0.00
The Committee recommends that you approach Stanford Quiz Bowl for supplies.					
7420 Equipment Rental	Equipment Rental = \$465 Multimedia Tech/Set-up @ 63/hr = \$63 Mini Sound System @ \$80.00/day = \$80 Additional Mic @ \$12.00/day = \$12 Data Projector @ \$165/2-hrs = \$165 84" Screen @ \$26/day = \$26 AV Tech/Pickup 0.75 hr @ \$56.00/hr = \$42 20% contingency = \$77 (Estimated costs from Events and Services)	\$465.00	\$465.00	\$465.00	\$465.00
<b>Totals:</b>		<b>\$665.00</b>	<b>\$665.00</b>	<b>\$565.00</b>	<b>\$565.00</b>

## Event: BLM Open Mic

The Afrika Unplugged Open Mic generally marks the last event during Black Liberation Month. The event is free and open to the public and provides a space for students and invited performers to share provocative literary expressions relating to Africa.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6510 Refreshments / Meeting Food	Refreshments = \$150 Snacks for 75 people at \$2	\$150.00	\$150.00	\$150.00	\$150.00
7220 Marketing Copies / Print Expense	Marketing Copies/Printing = \$10 100 color fliers at \$.1 = \$10	\$10.00	\$10.00	\$10.00	\$10.00
7510 Facilities Rental	Facilities Rental = \$100 Performance space for 1 night	\$100.00	\$100.00	\$100.00	\$100.00
7420 Equipment Rental	Equipment Rental = \$320 (Estimated costs from Events and Services and previous events)	\$320.00	\$320.00	\$320.00	\$320.00
7520 Facilities Janitorial	Facilities Janitorial = \$100 cost of setup and cleanup	\$100.00	\$100.00	\$100.00	\$100.00
<b>Totals:</b>		<b>\$680.00</b>	<b>\$680.00</b>	<b>\$680.00</b>	<b>\$680.00</b>

## Event: General Body Meetings

General body meetings occur bi-weekly throughout the year.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6510 Refreshments / Meeting Food	Refreshments = \$2150 15 annual meetings with approximately \$150 per meeting (\$3.5 per student with 40 students attending)	\$2,150.00	\$1,500.00	\$1,200.00	\$1,200.00
The Committee funded this at the rate of \$2/person.					
7420 Equipment Rental	Equipment Rental for student and professor presentations= \$300  (Estimated costs from Events and Services and previous events)	\$300.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>		<b>\$2,450.00</b>	<b>\$1,500.00</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>

## Event: CoSponsored Campus Events

SASA co-sponsors several events with other VSOs on campus. In particular, the smaller African student organizations often rely on funding from SASA to support their events because it is harder for them to obtain and manage independent funds. SASA is requesting \$100 for supporting both African groups and non-African groups.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7020 Co-sponsorship Expenses	Refreshments, Equipment Rental, and Facilities Rental for various programs hosted by organizations such as CSA and MSAN.	\$1,000.00	\$200.00	\$0.00	\$0.00
Only Umbrella organizations can fund other student organizations.					
<b>Totals:</b>		<b>\$1,000.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Event: Africa Business Conference

A weekend-long conference held by the Harvard Business school to introduce opportunities and challenges to pursuing business in Africa.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7820 Registration Fees	Registration Fees - 20 students attending (tickets range from \$80-\$115 per student)	\$1,250.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>					
		<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Event: Africa Week (Part II of II)

Africa Week is our main event for the year and occurs during Spring Quarter. The event includes 4 main activities: Culture Night, Africa Night, a soccer tournament and a panel lecture/conference.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7520 Facilities Janitorial	Facilities Janitorial = 350 cost of setup and cleanup for events throughout the week (this includes Africa Market, Culture Night, Africa Night and the panel discussion/conference)	\$350.00	\$350.00	\$350.00	\$350.00
7720 Gas	Gas = \$100 4 vehicles of non-stanford students and speakers participating in conference at 15 gallons each at \$1.8 per gallon = 108	\$100.00	\$100.00	\$100.00	\$100.00
7740 Accommodations	Culture Night performers? accommodations - \$300	\$700.00	\$200.00	\$200.00	\$200.00
<b>Totals:</b>					
		<b>\$1,150.00</b>	<b>\$650.00</b>	<b>\$650.00</b>	<b>\$650.00</b>

<b>Totals:</b>	<b>Budgeted:</b>	<b>Requested:</b>	<b>Recommended:</b>	<b>Approved:</b>
	<b>\$14,714.00</b>	<b>\$11,214.00</b>	<b>\$10,604.00</b>	<b>\$10,604.00</b>



**Revenue not from Student fees:**

**Source:**

**Amount:**

The Stanford Fund	\$1,500.00
Membership Dues	\$500.00
Community Day	\$1,000.00
Graduate Student Council	\$500.00
<b>Total:</b>	<b>\$3,500.00</b>