

# ASSU Special Fees

## 7487 SIG - Stanford in Government

Cycle: Special Fees 2005-2006

Type: Undergraduate

Financial Officer: Michael Ortiz

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### Line Item Summary:

GL Code:	Budgeted:	Requested:	Recommended:	Approved:
7740 <i>Accomodations</i>	\$950.00	\$950.00	\$0.00	\$0.00
7020 <i>Co-sponsorship Expenses</i>	\$1,000.00	\$1,000.00	\$200.00	\$200.00
7140 <i>Copies (not marketing)</i>	\$555.00	\$555.00	\$535.00	\$535.00
7410 <i>Equipment</i>	\$200.00	\$200.00	\$0.00	\$0.00
7420 <i>Equipment Rental</i>	\$120.00	\$120.00	\$120.00	\$120.00
7520 <i>Facilities Janitorial</i>	\$285.00	\$285.00	\$85.00	\$85.00
7510 <i>Facilities Rental</i>	\$300.00	\$300.00	\$280.00	\$280.00
6310 <i>Honoraria</i>	\$20,000.00	\$13,500.00	\$13,500.00	\$13,500.00
7220 <i>Marketing Copies / Print Expense</i>	\$397.50	\$397.50	\$17.50	\$17.50
7150 <i>Office Supplies</i>	\$350.00	\$350.00	\$350.00	\$350.00
7120 <i>Phone</i>	\$650.00	\$650.00	\$600.00	\$600.00
7130 <i>Postage / Courier</i>	\$291.50	\$291.50	\$125.00	\$125.00
6510 <i>Refreshments / Meeting Food</i>	\$636.00	\$636.00	\$336.00	\$336.00
6320 <i>Technical Services</i>	\$298.00	\$298.00	\$298.00	\$298.00
<b>Totals:</b>	<b>\$26,033.00</b>	<b>\$19,533.00</b>	<b>\$16,446.50</b>	<b>\$16,446.50</b>

## Event Breakdown:

### Event: Operating Expenses

These are the costs of running the SIG office and providing supplies for members during meetings.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6510 Refreshments / Meeting Food	All-SIG Event (Officer-Only) (17 people @ \$8/person)	\$136.00	\$136.00	\$136.00	\$136.00
7120 Phone	12 months @ approximately \$50/month + small buffer	\$650.00	\$650.00	\$600.00	\$600.00
	The Committee recommends that you use your reserves to provide a buffer for this line item should you need it.				
7130 Postage / Courier	Thank-You Notes to Donors/Alumni: \$50	\$50.00	\$50.00	\$50.00	\$50.00
7150 Office Supplies	Letterhead/Envelopes for formal correspondences and thank-you notes: \$300 Various Items (i.e., folders, staples, etc.): \$50	\$350.00	\$350.00	\$350.00	\$350.00
7510 Facilities Rental	At times, SIG needs to rent out rooms in Tresidder and incurs ?set-ups? fees. These events are usually when the organizations brings speakers to campus or when we plan a professor panel discussion.	\$200.00	\$200.00	\$200.00	\$200.00
7140 Copies (not marketing)	500 copies @ \$.05: \$25 The Haas Center copy expenses last fiscal year were \$15. Ten additional dollars has been budgeted for incidental copies.	\$25.00	\$25.00	\$25.00	\$25.00
<b>Totals:</b>		<b>\$1,411.00</b>	<b>\$1,411.00</b>	<b>\$1,361.00</b>	<b>\$1,361.00</b>

## Event: Big Speaker

Each year, Stanford In Government brings a Big Speaker to campus. Last year, the speaker was former U.S. Senator Carol Moseley Braun, and Kresge was filled to capacity. Along with our fellowships, this event is considered one of SIG's major undertakings.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	
6310 Honoraria	Speakers of the caliber that SIG tries to bring to campus typically have an honoraria ranging from \$10,000 to \$50,000. We plan to do letter writing with The Stanford Fund each quarter to supplement the Special Fees allocation. With the possibility of partnering with ASSU Speakers Bureau, we have great hopes of coming near the high-end of the honoraria range and bringing someone truly memorable to Stanford next year. Travel Expenses (first-class plane ticket): \$1,000	\$20,000.00	\$13,500.00	\$13,500.00	\$13,500.00	
6320 Technical Services	A.V. Tech: \$185.50 Technology Fee: \$112.50	\$298.00	\$298.00	\$298.00	\$298.00	
7140 Copies (not marketing)	Big Speaker Information Pamphlet (\$.10 x 4 pgs x 600): \$240	\$240.00	\$240.00	\$240.00	\$240.00	
7220 Marketing Copies / Print Expense	Big Speaker Fliers (350 @ \$.05): \$17.50	\$17.50	\$17.50	\$17.50	\$17.50	
7420 Equipment Rental	Big Speaker, Kresge (i.e., Stage Lighting + small buffer): \$120	\$120.00	\$120.00	\$120.00	\$120.00	
7510 Facilities Rental	Big Speaker, Kresge (20% contingency + small buffer): \$100	\$100.00	\$100.00	\$80.00	\$80.00	
			The Committee recommends that you use your reserves to provide a buffer for this line item should you need it.			
<b>Totals:</b>		<b>\$20,775.50</b>	<b>\$14,275.50</b>	<b>\$14,255.50</b>	<b>\$14,255.50</b>	

## Event: Fellowships

Each year, SIG offers 30-40 fellowships to Stanford students in state and local, Washington, D.C., and international positions. SIG pays the students awarded each fellowship a stipend during the summer. The application process is open to all Stanford students.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7130 Postage / Courier	This expense is an estimate for the communications that must take place between the three fellowship committees (state/local, Washington, D.C., and International) and the institutions hosting the SIG Fellows.	\$75.00	\$75.00	\$75.00	\$75.00
7140 Copies (not marketing)	Each committee must make copies of the applicants' applications for each person reviewing them, which includes professors, past fellows, and other individuals sitting on selection and interview panels.	\$150.00	\$150.00	\$150.00	\$150.00
7520 Facilities Janitorial	This expense is to cover the janitorial costs incurred after SIG's Fellowship Night in January during which the year's fellowships are unveiled.	\$85.00	\$85.00	\$85.00	\$85.00
<b>Totals:</b>		<b>\$310.00</b>	<b>\$310.00</b>	<b>\$310.00</b>	<b>\$310.00</b>

## Event: Various Speakers

The Public Policy Forum Committee organizing various speaker events with Stanford faculty and government officials. The Committee also coordinates lunches with Hoover Media Fellows each week.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7020 Co-sponsorship Expenses	The Public Policy Forum Committee has partnered with other student groups on campus to bring certain speakers to Stanford. This year, SIG has co-sponsored events with groups such as Hillel, the Stanford Democrats, and the ASSU Speakers Bureau.	\$800.00	\$800.00	\$0.00	\$0.00
The Committee recommends that you use your sizeable reserves to cover this expense.					
7140 Copies (not marketing)	Public Policy Forum Speaker Bios (10 events x 40 copies x \$.05): \$20	\$20.00	\$20.00	\$0.00	\$0.00
The Committee recommends that you use your sizeable reserves to cover this expense.					
7520 Facilities Janitorial	This expense would cover janitorial costs for speaker events held in areas such as the History Corner.	\$200.00	\$200.00	\$0.00	\$0.00
The Committee recommends that you use your sizeable reserves to cover this expense.					
<b>Totals:</b>		<b>\$1,020.00</b>	<b>\$1,020.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Event: Various Public Relations Needs

Most of the Public Relations budget goes towards the SIG Newsletter, which is produced quarterly and is available in our office and is sent to advisors and donors of SIG.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
7130 Postage / Courier	Newsletter Mailing (\$.37 x 150 newsletters x 3 times/year): \$166.50	\$166.50	\$166.50	\$0.00	\$0.00
The Committee recommends that you use your sizeable reserves to cover this expense.					
7220 Marketing Copies / Print Expense	Newsletter Printing (\$.10 x 4 pgs x 150 copies x 3 releases): \$180 Various Banners/Placards used at events or for advertising: \$200	\$380.00	\$380.00	\$0.00	\$0.00
The Committee recommends that you use your sizeable reserves to cover this expense.					
<b>Totals:</b>		<b>\$546.50</b>	<b>\$546.50</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Event: Campus Awareness Events

The Campus Awareness Committee distributes the SIG Elections Newsletters during election seasons and Bathroom Stall Series throughout the year. The Committee also organizes lectures and debates with other organizations for various events, such as Hillel, the Stanford Democrats, and ASSU Speakers Bureau.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6510 Refreshments / Meeting Food	Campus Awareness co-sponsor events with numerous campus organizations, which holds many events at lunchtime. This money would go towards pizza and other snacks at those events. Furthermore, coffee/donut hours have been held in years past by this committee.	\$200.00	\$200.00	\$200.00	\$200.00
7020 Co-sponsorship Expenses	This money would go towards any speaker that the committee might choose to bring to campus through a co-sponsorship arrangement.	\$200.00	\$200.00	\$200.00	\$200.00
7140 Copies (not marketing)	Bathroom Stall Series (2400 @ \$.05): \$120	\$120.00	\$120.00	\$120.00	\$120.00
<b>Totals:</b>		<b>\$520.00</b>	<b>\$520.00</b>	<b>\$520.00</b>	<b>\$520.00</b>

## Event: Educational Program Coordinator Expenses

Stanford In Government sponsors an Educational Program Coordinator (EPC) to be in Washington, D.C. each summer to organize events for the Stanford students in the area. The EPC's housing is paid for by SIG and he is given a general operating budget of \$500.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6510 Refreshments / Meeting Food	This money would cover food for events with Stanford students in the area during the summer.	\$300.00	\$300.00	\$0.00	\$0.00
		The Committee recommends that you use your sizeable reserves to cover this expense.			
7410 Equipment	This money would cover items that the EPC may need to purchase for activities held in Washington, D.C., such as scavenger hunts.	\$200.00	\$200.00	\$0.00	\$0.00
		The Committee recommends that you use your sizeable reserves to cover this expense.			
7740 Accommodations	The housing for the EPC typically comes to approximately \$1,900. Per the Special Fees guidelines, SIG is requesting 50% of that cost.	\$950.00	\$950.00	\$0.00	\$0.00
		The Committee recommends that you use your sizeable reserves to cover this expense.			
<b>Totals:</b>		<b>\$1,450.00</b>	<b>\$1,450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Totals:</b>	Budgeted:	Requested:	Recommended:	Approved:
		<b>\$26,033.00</b>	<b>\$19,533.00</b>	<b>\$16,446.50</b>

## Revenue not from Student fees:

Source:	Amount:
Haas Center - (Donations for 2003-2004 academic year) = \$4,372, Restricted Stanford In Government received the above amount in donations last year and can be expected to receive a comparable amount this year. The financial manager of the organization, however, does not typically deal with those funds with respect to the general events listed in this itemization sheet.	\$4,372.00
Haas Center - (Fellowships) = \$ N/A, Restricted Some of the donations that Stanford In Government receives are earmarked to go towards SIG?s fellowships. The financial manager does not know how much money is in this account, but the funds are restricted to only go towards funding SIG Fellows and, therefore, SIG is not requesting any money from special fees towards its fellowship program. The money requested in this special fees budget for fellowships only covers those events open to everyone, such as informational meetings and application processes.	\$0.00
The Stanford Fund Gift = \$10,000/yr x 5 yrs, Restricted The financial manager has been notified that these funds will go only towards the funding of SIG Fellowships in the coming years.	\$0.00
The Stanford Fund = \$3,481.50 (applied for in Winter 2005), Restricted The full funding from Stanford Fund letter writing will go towards increasing the honoraria for Stanford In Government?s 2005 Big Speaker.	\$3,481.50
<b>Total:</b>	<b>\$7,853.50</b>