

# ASSU Special Fees

## 8838 Volunteers in Latin America

Special Fees 2005-2006

Financial Officer: Ben Palmquist  
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### Line Item Summary:

GL Code:		Total Budgeted:	Requested from Students:
7740	<b>Accomodations</b>	\$2,676.00	<b>\$2,676.00</b>
7840	<b>Admissions Fees</b>	\$327.00	<b>\$327.00</b>
7140	<b>Copies (not marketing)</b>	\$2.64	<b>\$2.64</b>
7410	<b>Equipment</b>	\$95.00	<b>\$95.00</b>
7220	<b>Marketing Copies / Print Expense</b>	\$89.00	<b>\$83.90</b>
7120	<b>Phone</b>	\$100.00	<b>\$100.00</b>
6510	<b>Refreshments / Meeting Food</b>	\$2,025.20	<b>\$1,195.20</b>
6320	<b>Technical Services</b>	\$232.97	<b>\$232.96</b>
6500	<b>Training Material</b>	\$878.40	<b>\$54.90</b>
7710	<b>Travel Fares</b>	\$9,202.40	<b>\$6,352.40</b>
<b>Totals:</b>		<b>\$15,628.61</b>	<b>\$11,120.00</b>

### Event Breakdown:

#### Event: On-campus EVENT #1 -Volunteer Preparation Meetin

Weekly meetings are held in Spring quarter to train and prepare students for the summer volunteer experience.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
6500	Preoperational reading material: Paulo Friere, Pedagogy of the Oppressed (priced at www.amazon.com) \$14.95 Tobias Hecht, At Home in the Street (priced at www.bn.com) \$21.00 J.J. Thomas, Surviving in the City: The informal sector in Latin America (priced at www.bn.com) \$14.95 Gary Barker and Felicia Knaul, Exploited Entrepreneurs: Street	\$878.40	<b>\$54.90</b>
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6510	Food expenses for weekly preoperational seminars for ten weeks- \$5/person, 16 people, 10 weeks	\$800.00	\$0.00
Refreshments / Meeting Food			
<b>Totals:</b>		<b>\$1,678.40</b>	<b>\$54.90</b>

<b>Event: On-campus EVENT #2 Welcome Dinner for Volunteer</b>			
Event Description: Volunteers will meet each other for the first time at this dinner meeting for introductions, teamwork building, and viewing videos of last year's trip.			
<b>GL Code:</b>	<b>Explanation/Itemization:</b>	<b>Total Budgeted:</b>	<b>Requested from students:</b>
6510	Event Description: Volunteers will meet each other for the first time at this dinner meeting for introductions, teamwork building, and viewing videos of last year's trip. \$15/person * 12 people (8 volunteers and 4 staff)	\$180.00	\$150.00
Refreshments / Meeting Food			
<b>Totals:</b>		<b>\$180.00</b>	<b>\$150.00</b>

<b>Event: On-campus EVENT #3 Lunch with Professor David A</b>			
Professor David Abernathy will lecture and discuss the role of NGOs in developing countries. This will be a required event for VILA volunteers, and will also be open to all students who sign up ahead of time.			
<b>GL Code:</b>	<b>Explanation/Itemization:</b>	<b>Total Budgeted:</b>	<b>Requested from students:</b>
6510	\$5/person * 25 students (estimated)	\$125.00	\$125.00
Refreshments / Meeting Food			
7220	Printing and copying flyers at kinko's \$0.15*100	\$15.00	\$9.90
Marketing Copies / Print Expense			
<b>Totals:</b>		<b>\$140.00</b>	<b>\$134.90</b>

**Event: On-campus EVENT #4 Lecture by Kathleen Morrison**

Former Latin American Studies director, Kathleen Morrison, will talk about the phenomena of street children in Latin America, followed by a presentation by last summer's VILA volunteers about their experience of working with street children. Open to all of campus.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7220	Flyers for publicity campus-wide	\$15.00	\$15.00
Marketing Copies / Print Expense			
<b>Totals:</b>		<b>\$15.00</b>	<b>\$15.00</b>

**Event: On Campus EVENT #5 Lunch with Katie Hill**

Stanford senior Katie Hill will lead discussion about her experiences working in Quito, Ecuador. This will be a required event for VILA volunteers, and will also be open to all students who sign up ahead of time.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
6510	\$5/person * 25 students (estimated)	\$125.00	\$125.00
Refreshments / Meeting Food			
7220	printing/copies of flyers at Kinkos, \$0.15 * 100	\$15.00	\$15.00
Marketing Copies / Print Expense			
<b>Totals:</b>		<b>\$140.00</b>	<b>\$140.00</b>

**Event: On-campus EVENT #6 Volunteer Recruitment**

Flyers are put up to publicize for a series of meetings on campus to attract new volunteers. At this meeting, pictures and a video from the children's shelter are shown to potential applicants, and last year's volunteers share their experiences.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7220	On-campus \$0.11/copy*200 copies for flyers	\$22.00	\$22.00
Marketing Copies / Print Expense			
6320	To have copies of video clips from La Casa de la Ninez to show volunteers and to give to faculty speakers (2 speakers scheduled), \$3/VHS tape*3 tapes	\$9.00	\$9.00
Technical Services			
<b>Totals:</b>		<b>\$31.00</b>	<b>\$31.00</b>

**Event: On-campus EVENT #7 Debriefing meeting, fall quarte**

Upon arrival back to campus, volunteers will meet to discuss their experiences, fill out evaluation forms, and help plan for the upcoming year.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7140	Evaluation forms \$0.11/page*3 pages/volunteer*8 volunteers	\$2.64	\$2.64
Copies (not marketing)			
6510	Thank-you cake from Safeway	\$20.00	\$20.00
Refreshments / Meeting Food			
<b>Totals:</b>		<b>\$22.64</b>	<b>\$22.64</b>

**Event: On-campus EVENT #8 Informative slide show, fall qu**

With the past summer's experience fresh in their minds, VILA volunteers will lead a discussion about the phenomenon of street children in Ecuador, and give a slideshow to share their experiences with fellow students. Open to all of campus.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
6320	\$7.99/24-photo roll (at the bookstore) * 3 rolls	\$23.97	\$23.96
Technical Services			
7220	\$0.11/copy (at Kinkos) * 200 copies	\$22.00	\$22.00
Marketing Copies / Print Expense			
<b>Totals:</b>		<b>\$45.97</b>	<b>\$45.96</b>

**Event: Off-campus Summer 2005 EVENT #9 On-site Volunte**

The entire VILA group will spend two days in downtown Quito becoming acquainted with the city and its customs. This includes tours of the city and visits to the shelter where volunteers will be working.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7840	Programming Expenses- This will pay for orientation lectures led by local Quiteños, city maps, and a tour of the city by a local NGO (Fundación CIMAS) : includes bus fare and tour guide compensation, \$10/person * 12 people (2 staff members from the shelter will accompany VILA's 10 members)	\$120.00	\$120.00
Admissions Fees			
7740	Two-day orientation stay at local hostel, \$5/day*2 days*10 people	\$100.00	\$100.00
Accomodations			
<b>Totals:</b>		<b>\$220.00</b>	<b>\$220.00</b>

## Event: Off-campus Event #10- Daily Living Expenses in Quit

Volunteers will live in the shelter, La Casa de la Niñez, for half of the trip (1 month) and will live with host families for the other half (1 month). VILA supervisors will live offsite in a reduced rate apartment. All VILA members will eat lunch at the shelter, while breakfast and dinner will be eaten in their respective residences.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7740 Accomodations	Discounted cost of stay with host family, including two meals, \$9/day*33 days*8 volunteers ; Discounted cost of accomodations for trip supervisors, \$100/month*2 months	\$2,576.00	\$2,576.00
7710 Travel Fares	Daily bus transportation from host house to shelter, \$0.80/day*33 days*8 volunteers	\$211.20	\$211.20
6510 Refreshments / Meeting Food	lunch at shelter every day, \$0.50/day*67 days*10 people	\$335.00	\$335.00
<b>Totals:</b>		<b>\$3,122.20</b>	<b>\$3,122.20</b>

## Event: Off-campus EVENT #11 Supervisor Responsibilities

Two supervisors will be running the program all summer. They are responsible for running errands, taking volunteers to necessary medical facilities, maintaining correspondance with volunteers' families, and organizing activities both within and outside of the shelter.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7120 Phone	- Telephone costs within Ecuador and abroad: 0.10/min in Ecuador*300 min*2 advisors, plus 0.20/min to U.S.A.*100 min*2 advisors	\$100.00	\$100.00
6320 Technical Services	Inernet access: E-mail will be the primary contact with the University, sponsors, and volunteers' families, \$1/hr*100 hrs*2 advisors	\$200.00	\$200.00
7710 Travel Fares	Daily bus and trolley transportation to and from the shelter, \$0.80/day*67 days*2 supervisors	\$107.20	\$107.20
<b>Totals:</b>		<b>\$407.20</b>	<b>\$407.20</b>

**Event: Off-campus EVENT #12 - Volunteer/street child outin**

Volunteers will occasionally take the street children to events in Quito, such as a movie or a cultural event.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7840 Admissions Fees	Ticket Expenses for Sunday matinee movie = \$115.00 \$5/ticket*23 people (8 volunteers+15 street children)	\$115.00	\$115.00
7840 Admissions Fees	Programming Expense for August-in-Quito Cultural event = \$92.00 Outing to panflute and indigenous performance, \$4/ticket*23 people (8 volunteers+15 children)	\$92.00	\$92.00
<b>Totals:</b>		<b>\$207.00</b>	<b>\$207.00</b>

**Event: Off-campus EVENT #13 - Art Show in La Casa de la Ni**

After a summer of teaching the children how to express themselves through various mediums of art, there is a large art show exhibited at the end of August, which showcases all of the work children have done throughout the summer.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7410 Equipment	Art supplies include : Paint, \$1/bottle*25 bottles Paper, \$1.50/ream*5 reams Glue, \$.50/bottle*15 bottles Macrame thread, \$.25/ball*100 balls Crayons, \$1/box*30 boxes	\$95.00	\$95.00
<b>Totals:</b>		<b>\$95.00</b>	<b>\$95.00</b>

**Event: Off-campus EVENT #14 -Sunday night dinners**

Volunteers and supervisors meet over a weekly dinner to discuss the week's events, give feedback, and express concerns about their work. This is conducted away from the shelter at a local restaurant in Quito to give the volunteers a mental break from their work.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7710 Travel Fares	Trolley fare to/from dinner and place of residence, \$0.80/person*10 people*8 weeks	\$64.00	\$64.00
6510 Refreshments / Meeting Food	Dinner- \$5/person*10 people*8 meals	\$400.00	\$400.00
<b>Totals:</b>		<b>\$464.00</b>	<b>\$464.00</b>

## Event: Off-campus EVENT #8 - Cultural Breakfast

One of the weekends that VILA is at the shelter, we cook an American breakfast (pancakes, eggs, hashbrowns) for the children and staff living in the shelter, so as to facilitate cultural exchange.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
6510	Ingredients make a meal to feed 35 people (10 VILA, 20 children, 5 staff)	\$40.20	\$40.20
Refreshments / Meeting Food	Eggs : 6 dozen eggs*\$1/dozen = \$6 Pancake mix : 3 boxes*\$3/box = \$9 Syrup : 3 bottles*\$4/bottle = \$12 Chocolate mix-ins : 3 bags*\$4/bag = \$12 Potatoes : 2 lbs*\$0.60/lb = \$1.20		
<b>Totals:</b>		<b>\$40.20</b>	<b>\$40.20</b>

## Event: Off-campus EVENT #16 Travel to and from Quito, Ecu

8 volunteers and 2 supervisors will fly to Ecuador from their hometown airports in late June, and will return at the end of August.

GL Code:	Explanation/Itemization:	Total Budgeted:	Requested from students:
7710	Airline flight (purchased at Council Travel), \$880/person * 10 people	\$8,800.00	\$5,970.00
Travel Fares			
7710	Taxi ride from airport to orientation hostel, \$2/person * 10 people	\$20.00	\$0.00
Travel Fares			
<b>Totals:</b>		<b>\$8,820.00</b>	<b>\$5,970.00</b>

<b>Totals:</b>	Total Budgeted:	Requested from students:
	<b>\$15,628.61</b>	<b>\$11,120.00</b>

## Outside Revenue:

Source:	Amount:
The Stanford Fund- Restricted Funds to be applied towards plane tickets (travel fares)	\$2,250.00
Dorm-solicited funds	\$500.00
<b>Total:</b>	<b>\$2,750.00</b>