

ASSU Special Fees

8160 Student Initiated Courses (SIC)

Application #: 1037

Status: Petitioned

Type: Undergraduate

Cycle: Special Fees 2006-2007

Financial Officer: Jenna Boller

Email: jboller@stanford.edu

Phone: 7-6933

Appointment: 2/25/2006 at 10:00:00 AM

Application Information:

Type: Undergraduate

Cycle: Special Fees 2006-2007

Date Submitted: 2/15/2006 11:37:22 PM

Account Quick View:

Line Item	Description	Balance
2-8160-1-0-2800	STUDENT INITIATED COURSES	(\$226.99)
2-8160-2-5-6110	SIC SPEC FEE OFFICER SALARY	(\$800.00)
2-8160-2-5-6310	SIC SPEC FEE HONORARIA FEES	(\$6,350.00)
2-8160-2-5-6510	SIC SPEC FEE MEETING FOOD	(\$2,071.24)
2-8160-2-5-7140	SIC SPEC FEE COPIES (NOT MKTG)	(\$3,572.02)
2-8160-2-5-7150	SIC SPEC FEE OFFICE SUPPLIES	(\$24.33)
2-8160-2-5-7220	SIC SPEC FEE MKTG COPIES/PRINT EXP	(\$530.63)
2-8160-2-5-7410	SIC SPEC FEE EQUIP (NON-CAP)	(\$1,527.46)
2-8160-2-5-7510	SIC SPEC FEE FACILITIES RENTAL	(\$100.00)
2-8160-2-5-7520	SIC SPEC FEE FACILITIES JANITORIAL	(\$30.00)
2-8160-9-0-2820	STUDENT INITIATED COURSES RESERVE	(\$14,345.79)

Comments/Notes:

Action Taken:

- Still under review - Need more information? _____
- Recommended As-is
- Recommended with Modifications as indicated on budget
- Not Recommended (reasons indicated in Comments)
- Closed (not to be considered at all)

Signed: _____

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Application Questions:

What is your total membership? How large is your officer core? How many members are on your email list? What is average attendance at

We have two coordinators who do all the administrative and long-term work. The number of courses taught is increasing quarterly; we expect to have approximately 20-25 courses per quarter next year, with approximately 80-100 student instructors through the year. Each course has approximately 20 students enrolled. Our classes are taught and taken by undergraduate and graduate students who occasionally bring in guest faculty or community speakers to lecture.

What percentages of your total membership are Undergraduate and Graduate?

About 90 % of our membership is undergraduate. The quarter, we have 3 classes out of about 25 being taught by graduate students.

What is the mission and purpose of your student group? (this response will be used on the online elections voter handbook)

Student Initiated Courses, an ASSU Service Project, allows students the opportunity to teach their peers about subjects they find interesting and important. Most SICs fill a gap in the Stanford curriculum, or are so timely as to be impossible to offer by the University. SIC gives students the opportunity to learn in a democratic environment, while receiving University credit for their work. Classes are usually taught seminar-style, to allow for intimate interaction and an enhanced learning environment. The program also offers student instructors close faculty-student interaction and experience in designing syllabi and instruction. Through academic diversity, student initiative, and the opportunity for student groups to use SIC as a means of educating others about their work, Student Initiated Courses gives the Stanford community a unique and important facet of education. For more information about SIC and the classes it offers, please visit our website: <http://assu.stanford.edu/sic>.

Why are you requesting Special Fees? (this response will be used on the online elections voter handbook)

With a wide range and large number of courses offered through Student Initiated Courses, it is difficult to provide each course with the optimal resources through the general fee alone. We allow, and encourage, each class to bring guest speakers, to provide ample learning aids (ie, handouts, videos or video tapes/DVDs/CDs/books not available in any of Stanford's libraries), and to cohesive as a group, through class dinners. We also often have courses that organize field trips and community service activities. These costs, essentially identical to those of normal University seminars, require a budget more substantial than the general fee can offer. Furthermore, SIC is a program that is fundamentally democratic in style and purpose. As such, the student body should have the opportunity to fund SIC democratically.

What are the three largest line item requests in your budget and why? (this response will be used on the online elections voter handbook)

SIC's largest funding requests are for Honoraria, Meeting Food, and Supplies (ie: video tapes/DVDs/CDs/books/musical instruments not available through other Stanford sources). Honoraria allows student instructors to supplement their own discussions and lectures with experts in the fields about which they are learning. Sometimes, an honorarium will also cover the travel expenses for guest lecturers. Food provides classes the opportunity to unite as a group and to get to know each other better. In addition, we provide food at each of our training sessions and orientations. We hold one orientation and 3-4 training sessions per quarter for 25-50 students. This year, one of courses (Introduction to Guzheng) needed \$900 worth of musical instruments. Another course (Stand-up Comedy) purchased several DVDs to show the class and attended a few comedy shows as field trips. To us, these two expenses fall under "Supplies." A third example would be "The Science of Cooking," a class which needs a lot of food supplies as students learn about food and science. Because we need so many supplies (concert/museum/event tickets, food, instruments, books, DVDs, CDs, and more), Supplies is one of our three largest line items.

What events/programs does your group hold throughout the year for the Stanford Community?

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All of our courses are open to the entire student body, both undergraduate and graduate students. We do not have any special events, although we do hope to have an open-house workshop next year to discuss the mission and future of SIC.

Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.

We have applied for Special Fees in the past 3 years and received funding. Last year, we received \$14,835.00 through Special Fees. This was the only funding we received for the whole year.

If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why? (this response will be used

How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?

If you are an umbrella group, please list the groups for which you are applying for Special Fees, their ASSU account numbers, and contact information for their financial officers.

Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:

Please list all: 1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special

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Line Item Summary:

GL Code:	Budgeted:	Requested:	Recommended:	Approved:	Petitioned:	Approved In Election:
7140 <i>Copies (Not Marketing)</i>	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	
7410 <i>Equipment Purchase (Non-Cap)</i>	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
6310 <i>Honoraria Fees</i>	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	
7220 <i>Marketing Copies / Print Expens</i>	\$270.00	\$270.00	\$189.00	\$189.00	\$189.00	
7150 <i>Office Supplies</i>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
6110 <i>Officer Salary</i>	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	
6510 <i>Regular Meeting Food</i>	\$3,765.00	\$3,765.00	\$2,640.00	\$2,640.00	\$2,640.00	
Totals:	\$19,735.00	\$19,735.00	\$18,529.00	\$18,529.00	\$18,529.00	

Event Breakdown:

Event: Courses

We expect 60 courses to be offered through Student Initiated Courses in the 2006-2007 school year, approximately 20 per quarter (this is an increase of 5 courses per quarter).

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	Petitioned:	Approved in Election:
6310 Honoraria Fees	\$175x60 (Each course may spend approximately \$175 per course bringing guest speakers and lecturers. This line item may also provide transportation to these speakers, in place of monetary compensation.)	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	
7410 Equipment Purchase (Non-Cap)	Over the course of the year, student instructors often need to purchase specific equipment for their classes, including, but not limited to, tape recorders, videos, and books. SIC retains control of this equipment after the class ends. With a line item of \$1,500.00, each class would be allotted approximately \$25 for supplies (including subsidies for field trips and/or transportation). This will ensure that instructors will be able to purchase the proper equipment for their classes and that students in the class will not have to incur too many extra costs.	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	

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6510 Regular Meeting Food	\$2x22x60 (Each course may provide refreshments for a class meeting with 22 expected recipients of said refreshments.)	\$2,640.00	\$2,640.00	\$2,640.00	\$2,640.00	\$2,640.00	
7140 Copies (Not Marketing)	\$.05x400x60 (Each course may make 400 copies for academic purposes.)	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	
7150 Office Supplies	Instructors often require staplers, highlighters, and other office supplies. SIC retains these items, as well.	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
Totals:		\$15,940.00	\$15,940.00	\$15,940.00	\$15,940.00	\$15,940.00	

Event: Coordinator Needs

Over the course of the year, the two SIC coordinators host informational meetings for future class instructors, host Advisory Committee meetings, make photocopies advertising SIC to the student body, and are paid a salary for their work.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:	Petitioned:	Approved in Election:
6110 Officer Salary	\$1200x2 coordinators (SIC requires approximately 5-10 hours of work per week, amounting to a \$4-\$8/hr job.)	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	
6510 Regular Meeting Food	For orientations, trainings, and Advisory committee meetings: \$75x5x3	\$1,125.00	\$1,125.00	\$0.00	\$0.00	\$0.00	
The committee cannot recommend funding meeting food							
7220 Marketing Copies / Print Expenses	\$270 Quarterly Flyers advertising all classes (\$.10x900x3)	\$270.00	\$270.00	\$189.00	\$189.00	\$189.00	
Totals:		\$3,795.00	\$3,795.00	\$2,589.00	\$2,589.00	\$2,589.00	

Totals:	Budgeted:	Requested:	Recommended:	Approved:	Petitioned:	Approved in Election:
	\$19,735.00	\$19,735.00	\$18,529.00	\$18,529.00	\$18,529.00	

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Revenue Report: