

## QUESTIONS & ANSWERS

**Briefly, why are you applying Joint instead of as Undergraduate or Graduate only?**

Both graduate and undergraduate student have need for counsel or legal issues.

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

Yes. We have applied every year for the past three years and have been approved as submitted.

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

ASSU and GSC Websites. We advertise in the Unofficial Guide, the Stanford Directory, and the Graduate Students online weekly bulletin. We place magnets in the Freshman Orientation packets and supply extra magnets and brochures to various locations on campus.

**How many members are on your email list?**

Not Applicable.

**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.**

Not Applicable.

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

Not Applicable.

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

Not Applicable.

**What are the three largest line item requests in your budget and why?**

7870-LawFirm/Legal Fees

7900-Overhead Expenses

6110-Salaries

Similar to any business, the largest expenses are for staffing and facilities.

**What is the average attendance at your events?**

Not Applicable.

**Has your VSO received funding from the ASSU Undergraduate Senate Appropriations Committee in prior years? If so, how much and when?**

No.

**Have you registered your events/organizations with events.stanford.edu? (note: registration is mandatory) (yes/no)**

Yes.

**How large is your officer core?**

Managing Attorney and Financial Officer.

**If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why?**

Yes. There is about a 3% increase to keep our salaries and legal fees competitive.

**List separately your group's plan and budget for reaching each target audience for Graduate Students- 1) On-campus, 2) Off-campus, and Undergraduate Students.**

ASSU and GSC Websites. We advertise in the Unofficial Guide, the Stanford Directory, and the Graduate Students online weekly bulletin. We place magnets in the Freshman Orientation packets and supply extra magnets and brochures to various locations on campus.

**Please describe a few past events organized by your VSO (please limit your response to 50-100 words).**

Not Applicable.

**Please provide four contacts for your group (two undergraduate, two graduate). These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.**

Matt McDonald, Policy Board Member, Graduate,  
fm@assu.stanford.edu

Elizabeth Heng, Policy Board Member, Undergraduate,  
president@assu.stanford.edu

Jenny Allen, Policy Board Member, Graduate,  
gsc-chair@assu.stanford.edu

Mondaire I. Jones, Policy Board Member, Mondaire@stanford.edu

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

Not Applicable.

**What is the fundamental goal/purpose of your VSO (please limit your response to 50-100 words)?**

The LCO is envisioned as the first step for any student with a legal question or problem. A staff attorney meets with the student to help the student understand the nature and scope of the matter. The attorney explains the law and gives practical advice on how best to approach the problem.

**What is your total membership?**

Not Applicable.

**What percentage of your beneficiaries are (explain basis or how this was determined) graduates and undergraduates?**

One third of our clients are undergraduates and two thirds are graduate students. This is an average of data compiled quarterly over the last six years.

**What percentage of your total membership is undergraduate?  
Graduate?**

77% Graduate and 23% Undergraduate.

**When and why was your VSO established (please limit your response to 50-100 words)?**

The Legal Counseling Office of the ASSU was established in 1973 to provide legal counseling and advice to students and their spouses and domestic partners.

**Why are you requesting Special Fees?**

The service is funded solely by student fees and is available to every student who does not request a fee refund.

**BUDGET DETAIL**

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>General Operating Expenses</b>	<b>\$(112,995.00)</b>	<b>\$112,995.00</b>	<b>\$112,995.00</b>	<b>\$112,995.00</b>		
salaries, overhead, phone and expenses associated with running the office at Stanford.						
<b>6090</b> Labor Fees/Taxes (Joint Special Fees/Annual)	Monies to pay the legally required taxes associated with payroll.	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00	
<b>6110</b> Officer Salary (Joint Special Fees/Annual)	Salary for the financial officer and office coordinator	\$(29,200.00)	\$29,200.00	\$29,200.00	\$29,200.00	
<b>6410</b> Health Insurance (Joint Special Fees/Annual)	Monies to cover health insurance for the office coordinator.	\$(600.00)	\$600.00	\$600.00	\$600.00	
<b>6510</b> Regular Meeting Food (Joint Special Fees/Annual)	Food expenses for three meetings of the governing board of the ASSU/LCO.	\$(450.00)	\$450.00	\$450.00	\$450.00	
<b>7100</b> General Office Expenses (Joint Special Fees/Annual)	Currently billed under GI-Code7350, but not available on this system. These monies will cover the email account we have to have to do our banking.	\$(200.00)	\$200.00	\$200.00	\$200.00	
<b>7120</b> Phone (Joint Special Fees/Annual)	Phone service to the office in Tresidder.	\$(1,400.00)	\$1,400.00	\$1,400.00	\$1,400.00	
<b>7130</b> Postage/Courier (Joint Special Fees/Annual)	small amount allocated for mailing or delivering documents.	\$(50.00)	\$50.00	\$50.00	\$50.00	
<b>7140</b> Copies (Not Marketing) (Joint Special Fees/Annual)	Miscellaneous copying for attorneys.	\$(100.00)	\$100.00	\$100.00	\$100.00	
<b>7150</b> Office Supplies (Joint Special Fees/Annual)	consumables like pens, paper and file folders.	\$(100.00)	\$100.00	\$100.00	\$100.00	
<b>7180</b> Educational Literature (Joint Special Fees/Annual)	These monies allow us to keep current legal reference books in the office for the attorneys and students to use on site.	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00	
<b>7410</b> Equipment Purchase (Non-Cap) (Joint Special Fees/Annual)	Computer repairs and paper shredder.	\$(100.00)	\$100.00	\$100.00	\$100.00	
<b>7710</b> Travel Fares (Joint Special Fees/Annual)	Parking expenses for the lawyers.	\$(1,155.00)	\$1,155.00	\$1,155.00	\$1,155.00	
<b>7870</b> Legal Fees (Joint Special Fees/Annual)	This is what the law firm charges us to have attorneys on site two afternoons a week while school is in session during the academic year and one afternoon a week during summer session. It also allows us to have access to the attorneys by telephone for emergencies and when the Tresidder office is closed.	\$(63,100.00)	\$63,100.00	\$63,100.00	\$63,100.00	
<b>7900</b> Overhead Expenses (Joint Special Fees/Annual)	This covers our use of the office space and conference room, heat, insurance and utilities associated with the physical office space in Tresidder.	\$(11,340.00)	\$11,340.00	\$11,340.00	\$11,340.00	
<b>Marketing</b>		<b>\$(2,100.00)</b>	<b>\$2,100.00</b>	<b>\$2,100.00</b>	<b>\$2,100.00</b>	
These expenses relate to advertising in the UG and Stanford Directory, printing materials to distribute, and magnets for Freshman Orientation.						
<b>7200</b> General Marketing Expenses (Joint Special Fees/Annual)	Ads in the UG, Stanford Directory, brochures and magnets.	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00	
<b>7220</b> Marketing Copies / Print Expenses (Joint Special Fees/Annual)	Things like banners and posters if we need them.	\$(100.00)	\$100.00	\$100.00	\$100.00	
<b>APPLICATION TOTALS</b>		<b>\$(115,095.00)</b>	<b>\$115,095.00</b>	<b>\$115,095.00</b>	<b>\$115,095.00</b>	