

<b>QUESTIONS &amp; ANSWERS</b>
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**Has your VSO received funding from the ASSU Undergraduate Senate Appropriations Committee in prior years? If so, how much and when?**

n/a

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

yes

**How large is your officer core?**

10 members

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

Yes, Inflation

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

See above

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

n/a

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

Yes and we were approved each time

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

see above

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

Approximately 200 members

**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.**

n/a

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

Africa Week - 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  
 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  
 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  
 General Body Meetings - General body meetings occur bi-weekly throughout the year.

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

The largest line item in the Stanford African Student Association budget is Africa Week, a week-long celebration that includes: a Culture Night, a Movie Night, a Soccer Tournament, a distinguished Keynote Speech, and a series of student panels confronting controversial issues regarding the African continent and its people. This celebration not only introduces the Stanford community to the cultural diversity within Africa, but also it empowers the community by challenging it to adopt new perspectives about Africa.  
 Another major Stanford African Student Association program is the BLM Open Mic, also referred to as "Afrika Unplugged." This annual event brings together dancers, singers, and poets from the Stanford community and Bay Area for a night of artistic expression and personal reflection. Open to performers from any cultural background, it consistently adds to the growing dialogue of cross-cultural awareness. The bi-monthly Stanford African Students Association general body meetings invite any member of the Stanford community to share in fostering knowledge about Africa. From student presentations to guest speeches by distinguished professors, these meetings serve both as a forum to increase awareness and as an opportunity to develop relationships with other Stanford community members. In addition, each meeting serves authentic cultural food from a different region of Africa.

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

see above

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

See above

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

see above

**What is your total membership?**

The Stanford African Students Association has approximately 50 active members.

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

70% undergraduate

30% graduate

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

The mission of the Stanford African Students Association is to promote awareness about the African continent and to foster cultural and social ties with all people of African descent in and around the Stanford community.

**Why are you requesting Special Fees?**

The Stanford African Students Association is requesting Special Fees to support intellectual, cultural, and social events on the Stanford campus that promote awareness about the African continent. These events include: cultural shows, keynote speakers, soccer tournaments, quiz shows, and open mics. All events encourage Stanford students, faculty, and staff from any cultural background to participate.

**BUDGET DETAIL**

	<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Africa Week</b>	<b>\$(9,415.00)</b>	<b>\$9,415.00</b>	<b>\$9,665.00</b>	<b>\$9,665.00</b>		
Africa Week is our main event for the year and occurs during Spring Quarter. The event includes 4 main activities: Culture						
<b>6310</b> Honoraria Fees (Undergraduate Special Fees/Annual)	<i>Culture night performers=\$600</i> <i>Africa Night Keynote=\$1000+ \$1000 travel</i> <i>Conference Keynote=\$1000</i>	\$(3,600.00)	\$3,600.00	\$3,600.00	\$3,600.00	
<b>6560</b> Event Food (Undergraduate Special Fees/Annual)	<i>Culture Night = 125 people at \$2 per snack = \$250</i> <i>Africa Night = 200 people at \$8 per dinner = \$1600</i> <i>Soccer Tournament = 50 people at \$2 per snack = \$100</i> <i>Conference = 75 people at \$2 per snack = \$150</i>	\$(2,100.00)	\$2,100.00	\$2,350.00	\$2,350.00	
We fund event food only. Not regular meeting food expenses below.						
<b>7200</b> General Marketing Expenses (Undergraduate Special Fees/Annual)	<i>rolls of film= \$24, development of Photos=\$42, banner= \$60, paint for banner= \$12</i>	\$(146.00)	\$146.00	\$146.00	\$146.00	
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>500 color posters 500*.07+30=\$65</i>	\$(65.00)	\$65.00	\$65.00	\$65.00	
<b>7420</b> Equipment Rental (Undergraduate Special Fees/Annual)	<i>Multimedia Tech/Set-up @ 63/hr = \$63</i> <i>Mini Sound System @ \$80.00/day = \$80</i> <i>Additional Mic @ \$12.00/day = \$12</i> <i>Data Projector @ \$165/2-hrs = \$165</i> <i>84? Screen @ \$26/day = \$26</i> <i>AV Tech/Pickup 0.75 hr @ \$56.00/hr \$42</i> <i>20% contingency = \$77</i> <i>(Estimated costs from Events and Services)</i>	\$(1,254.00)	\$1,254.00	\$1,254.00	\$1,254.00	
<b>7520</b> Facilities Janitorial (Undergraduate Special Fees/Annual)	<i>cost of setup and cleanup for events throughout the week. (this includes Africa Market, Culture Night, Africa Night and the panel discussion/conference)</i>	\$(350.00)	\$350.00	\$350.00	\$350.00	
<b>7710</b> Travel Fares (Undergraduate Special Fees/Annual)	<i>travel ticket expenses</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00	
<b>7720</b> Gas (Undergraduate Special Fees/Annual)	<i>4 vehicles of non-stanford students and speakers participating in conference at 15 gallons each at \$1.8 per gallon</i>	\$(100.00)	\$100.00	\$100.00	\$100.00	
<b>7740</b> Accommodations (Undergraduate Special Fees/Annual)	<i>Africa Night Keynote speaker and Conference speaker's accommodation for one night =\$500</i>  <i>Possible Culture Night Performers accommodation= \$300</i>	\$(800.00)	\$800.00	\$800.00	\$800.00	
<b>African Business Conference</b>	<b>\$(1,250.00)</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
A weekend long conference held by the Harvard Business school to introduce opportunities and challenges to pursuing business in Africa						
<b>7820</b> Registration Expense (Undergraduate Special Fees/Annual)	<i>registration fees- registration tickets/banquet- 20 students attending ( tickets range from \$90-\$115 per student)</i>	\$(1,250.00)	\$1,250.00	\$0.00	\$0.00	
<b>BLM Open Mic</b>	<b>\$(680.00)</b>	<b>\$680.00</b>	<b>\$530.00</b>	<b>\$530.00</b>		
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 inv						
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	<i>snacks for 75@ \$2</i>	\$(150.00)	\$150.00	\$0.00	\$0.00	
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>100 color flyers @\$0.01</i>	\$(10.00)	\$10.00	\$10.00	\$10.00	
<b>7420</b> Equipment Rental (Undergraduate Special Fees/Annual)	<i>(Estimated costs from Events and Services and previous even ts)</i>	\$(320.00)	\$320.00	\$320.00	\$320.00	
<b>7510</b> Facilities Rental (Undergraduate Special Fees/Annual)	<i>performance space for one night</i>	\$(100.00)	\$100.00	\$100.00	\$100.00	

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>BLM Open Mic</b>	<b>\$(680.00)</b>	<b>\$680.00</b>	<b>\$530.00</b>	<b>\$530.00</b>		
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 in						
<b>7520</b> Facilities Janitorial (Undergraduate Special Fees/Annual)	cost of setup and cleanup \$(100.00)	\$100.00	\$100.00	\$100.00		
<b>CoSponsored Campus Events</b>	<b>\$(1,000.00)</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>		
SASA co-sponsors several events with other VSOs on campus. In particular, the smaller African student organizations						
<b>7020</b> Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)	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 \$200 for supporting both African groups and non-African groups. \$(1,000.00)	\$200.00	\$200.00	\$200.00		
<b>General Body Meeting</b>	<b>\$(2,450.00)</b>	<b>\$2,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
General body meetings occur bi-weekly throughout the year						
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	15 annual meetings with approximately \$150 per meeting (\$3.50 per student with 40 students attending) \$(2,150.00)	\$2,000.00	\$0.00	\$0.00		
<b>7420</b> Equipment Rental (Undergraduate Special Fees/Annual)	(Estimated costs from Events and Services and previous events) \$(300.00)	\$300.00	\$0.00	\$0.00		
<b>Memorial Lecture Series</b>	<b>\$(360.00)</b>	<b>\$360.00</b>	<b>\$360.00</b>	<b>\$360.00</b>		
The Phillipe Wamba lecture series was initiated to commemorate the writer activist Phillipe Wamba, brother of SASA						
<b>6310</b> Honoraria Fees (Undergraduate Special Fees/Annual)	(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		
<b>7420</b> Equipment Rental (Undergraduate Special Fees/Annual)	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>Trivia Afrique</b>	<b>\$(665.00)</b>	<b>\$665.00</b>	<b>\$545.00</b>	<b>\$545.00</b>		
The TriviaAfrique Quiz Show is an initiative to encourage the wider Stanford community to learn about Africa and the						
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	50 people @ \$2 per snack \$(100.00)	\$100.00	\$0.00	\$0.00		
<b>7410</b> Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)	Game software = \$50 Buzzers and props for 5 teams = \$50 80% subsidy \$(100.00)	\$100.00	\$80.00	\$80.00		
<b>7420</b> Equipment Rental (Undergraduate Special Fees/Annual)	Multimedia Tech/Set-up @63/hr Mini Sound System @ \$80/day data projector @ \$165/2 hrs 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>APPLICATION TOTALS</b>	<b>\$(15,820.00)</b>	<b>\$14,870.00</b>	<b>\$11,300.00</b>	<b>\$11,300.00</b>		