

## QUESTIONS & ANSWERS

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

We have only received Special Fees Funding. We received \$18,091.15 last year.

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

Yes

**How large is your officer core?**

Board: 11

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

No there is not an increase in the amount we are seeking this year.

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

Most of the money goes towards honoraria for speakers, such as our spring Big Speaker (co-sponsored with the ASSU Speakers Bureau) and smaller events like Ralph Nader (also with Speakers Bureau). We also plan to pay for travel and lodging for other speakers who need to travel to the Bay area to speak. Funds are used for room reservation expenses for our events, for copying and phone expenses for our fellowships programs, and for food at our lunchtime events.

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

- 1) \$53,285.85
- 2) \$78,055.33
- 3) none
- 4) The Stanford Fund, Haas Center Gift Fund

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

Yes, Stanford in Government has applied for Special Fees in the past 3 years and we have received our requests.

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

We publicize our events and programs through:

- Email flyers sent to SIG-Friends, a list with about 850 people
- Emails to Haas center lists
- Our website
- Dorm lists
- Flyers around campus (for some events)

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

SIG Board: 11  
 SIG Members: 35  
 SIG Friends: 850

**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).**

- Large-scale speaking events: Ralph Nader event in Kresge on 2/14/07.
- Smaller-scale events: Panel on policy options in Iran with Professors Michael McFaul, Abbas Milani, and Robert Crews on 12/3/06. About 50-60 people came.
- Lunches: Weekly Hoover Media Fellow Lunches. The one on 2/9 is with Joel Stein of the Los Angeles Times. These are always well attended.
- Lunchtime events: Bioterrorism Event with Dr. Doug Owens on 2/2. Dr. Doug Owens, Freeman Spogli Institute's Center for Health Policy core faculty member and VA Palo Alto investigator, will be giving a short presentation, answering questions and facilitating a conversation about Bioterrorism Preparedness for Stanford students.

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

- SIG Big Speaker Honoraria: \$15,000  
 Speakers of the caliber that SIG tries to bring to campus typically have an honoraria ranging from \$10,000 to \$50,000. With the support of The Stanford Fund and the ASSU Speakers Bureau, we hope we can continue to bring truly memorable speakers to Stanford.
- SIG Campus Programming: \$1,000  
 In many respects, our Campus Awareness Committee and Public Policy Forum are the most visible committees on campus. Because these committees are responsible for all of SIG's speaking events, debates, lectures, and forums, they reach out to the most students.
- Food: \$636  
 This expense is for food and refreshments at SIG meetings, but more significantly for SIG events for the undergraduate community.

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

We hold a variety of events and programs for the Stanford Community:

Civic Education. Our programming branch has two committees that work to increase political awareness on the Stanford campus. The Public Policy Forum Committee seeks to connect students with policymakers and journalists who work at the state, national and international level. The Campus Awareness Committee looks to provide current events information to students and to offer greater opportunities for students to engage with professors on public affairs topics. Some highlights from the past year include:

- \* &quot;Big Speaker&quot; event with John Edwards, the 2004 Democratic Vice Presidential Nominee
- \* Weekly lunches with visiting journalists at the Hoover Institution
- \* Panels on policy options in Iran, education reform, and the future of the Supreme Court
- \* Weekly &quot;Policy Lunches&quot; with professors

Additionally, each summer we organize events for all Stanford interns in DC.

Fellowships. SIG's Fellowships Program offers over thirty opportunities—locally, nationally, and internationally—for students to work in public service over the summer. SIG has established relationships with host organizations and we work to ensure that fellows will engage in substantial activities throughout the summer. Fellows are also given a stipend of \$4000, funded through endowments that are administered by the Haas Center for Public Service.

Stanford students can apply to our fellowships during the winter quarter by first submitting a written application, complete with an essay and faculty recommendations. For each fellowship, five students will be selected for a final round interview, which will be conducted by members of SIG, the past fellow, and the faculty advisor for that fellowship. Selections will be announced before the end of winter quarter.

Community Service. The Campus and Community Partnerships Committee seeks to provide civic education for the larger Stanford community. In the past, it has helped prepare Stanford workers for their citizenship tests. This year, it expanded its geographic reach to include East Palo Alto, where it taught a civic education course in the East Palo Alto Charter School. It is also working with the East Palo Alto Community Legal Services to create a &quot;Know Your Rights&quot; pamphlet to teach minors their legal rights, especially when stopped by the police.

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

Stanford in Government (SIG) is a nonpartisan, student-run organization that promotes political awareness and involvement on the Stanford campus. As one of Stanford's largest and oldest student organizations, SIG provides a wide variety of educational, public service and community service opportunities to students, including fellowship and internship resources. Civic service and political involvement are two of the most important parts of being a responsible citizen in today's world. To that end, Stanford in Government is committed to engaging students and the greater community in the governmental process, with the aim of helping every voice to be heard equally. SIG's committees are focused on three primary goals: encouraging campus awareness of political issues, strengthening community service efforts, and providing internship resources and fellowships.

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

- Bi-monthly campus programming events (i.e. faculty debates, screening events, lectures): 40-60 students
- Weekly Hoover Media Fellow Lunches at the Faculty Club: 12-15 Students
- Annual Fellowships: Roughly 300 applicants, 34 selected
- Big Speaker Event in the Spring: 600-700 undergraduate students

**What is your total membership?**

Stanford in Government:

Total Active: 35

Stanford in Government Fellows:

2006: 32

2007: 34

Fellows are required to participate in the Fellowship Selection Process

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

100% of membership is undergraduate

**Why are you requesting Special Fees?**

Throughout the undergraduate community, Stanford in Government (SIG) is recognized for its nonpartisan campus programming events. In 2005, SIG hosted a series of panels and debates discussing issues like the California Special Election and the changing tide of the Supreme Court. These series drew together Hoover Fellows, eminent professors, and members of the Stanford Democrats and Stanford College Republicans to present a wide variety of opinions and viewpoints. In spring of 2005, SIG hosted L. Paul Bremer, former head of the Iraq Coalition Provisional Authority, as Big Speaker to discuss the progression of democracy in Iraq. We are currently making arrangements for our next Big Speaker. In order to continue providing these educational and informative opportunities for undergraduates, Stanford in Government is requesting Special Fees.

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

Stanford in Government (SIG) was established in 1963 to promote political awareness and involvement on the Stanford Campus.

**Your budget includes one or more lines funded from your own accounts. Please detail the circumstances necessitating the modification of your previously awarded funds.**

Appropriations committee asked us to spend our reserves on a couple big speakers.

**BUDGET DETAIL**

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>Big Speaker</b>	<b>\$(50,738.50)</b>	<b>\$25,738.50</b>	<b>\$15,738.50</b>	<b>\$15,738.50</b>		
Each year Stanford in Government brings a Big Speaker. Last year we brought Senator John Edwards. Along with fellowships, this is considered one of SIG's major undertakings						
<b>6310</b> Honoraria Fees (Modification/Modification)	<i>The speakers of the caliber SIG brings to campus typically have honoraria ranging from \$30,000 to over \$50,000. We plan to do letter writing with The Stanford Fund to supplement special fees funding and to work with the ASSU Speaker's Bureau to come near the high end of the honoraria range and bring someone truly exceptional to Stanford. This year we are spending \$10,000 from our reserves to be able to afford the best speaker.</i>	\$(25,000.00)	\$10,000.00	\$5,329.00	\$5,329.00	
	<i>Travel Expenses (first class plane ticket): \$1000</i>					
<b>6310</b> Honoraria Fees (Undergraduate Special Fees/Annual)	<i>The speakers of the caliber SIG brings to campus typically have honoraria ranging from \$30,000 to over \$50,000. We plan to do letter writing with The Stanford Fund to supplement special fees funding and to work with the ASSU Speaker's Bureau to come near the high end of the honoraria range and bring someone truly exceptional to Stanford. This year we are spending \$10,000 from our reserves to be able to afford the best speaker.</i>	\$(25,000.00)	\$15,000.00	\$9,671.00	\$9,671.00	
	<i>Travel Expenses (first class plane ticket): \$1000</i>					
<b>6320</b> Technical Services (Undergraduate Special Fees/Annual)	<i>A.V. Tech: \$185.50 Technology Fee: \$112.50</i>	\$(298.00)	\$298.00	\$298.00	\$298.00	
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	<i>Big Speaker Information Pamphlet (\$0.07*4pgs*700): \$196</i>	\$(196.00)	\$196.00	\$196.00	\$196.00	
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>Big Speaker Fliers (350*\$0.07): \$24.50</i>	\$(24.50)	\$24.50	\$24.50	\$24.50	
<b>7420</b> Equipment Rental (Undergraduate Special Fees/Annual)	<i>Big Speaker, Kresge (stage lighting + small buffer): \$120</i>	\$(120.00)	\$120.00	\$120.00	\$120.00	
<b>7510</b> Facilities Rental (Undergraduate Special Fees/Annual)	<i>Big Speaker, Kresge (20% Contingency + small buffer): \$100</i>	\$(100.00)	\$100.00	\$100.00	\$100.00	
<b>Campus Awareness Events</b>		<b>\$(520.00)</b>	<b>\$520.00</b>	<b>\$520.00</b>	<b>\$520.00</b>	
The Campus Awareness Committee distributes the SIG Elections newsletters during election seasons and the Bathroom Stalls Series throughout the year. The Committee also o						
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	<i>Campus Awareness cosponsors events with many organizations during lunchtime. This money would go towards pizza/snacks at those events. Furthermore this committee has held coffee/donut hours in the past.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	
<b>7020</b> Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)	<i>This money goes toward any speaker that the committee might choose to bring to campus through a co-sponsorship arrangement.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	<i>Bathroom Stall Series (2400 x \$0.05): \$120</i>	\$(120.00)	\$120.00	\$120.00	\$120.00	
<b>Educational Program Coordinator Expenses</b>		<b>\$(1,450.00)</b>	<b>\$1,450.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	
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. TI						
<b>6510</b> Regular Meeting Food (Undergraduate Special Fees/Annual)	<i>The money would cover food for large events with Stanford students in the area over the summer.</i>	\$(300.00)	\$300.00	\$300.00	\$300.00	
<b>7410</b> Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)	<i>This money goes toward items the EPC may need to purchase in DC for group activities such as a scavenger hunt</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	
<b>7740</b> Accommodations (Undergraduate Special Fees/Annual)	<i>The housing for the EPC typically comes to be about \$1900. Per Special Fees guidelines, SIG is requesting 50% of the cost.</i>	\$(950.00)	\$950.00	\$0.00	\$0.00	
<b>Fellowships</b>		<b>\$(310.00)</b>	<b>\$310.00</b>	<b>\$310.00</b>	<b>\$310.00</b>	
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 s						

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>Fellowships</b>	<b>\$(310.00)</b>	<b>\$310.00</b>	<b>\$310.00</b>	<b>\$310.00</b>		
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 :						
<b>7130</b> Postage/Courier (Undergraduate Special Fees/Annual)	<i>This expense is an estimate for the communications that must take place between the three fellowship committees and the institutions hosting the SIG fellows.</i>	\$(75.00)	\$75.00	\$75.00	\$75.00	
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	<i>Each committee must make copies of the applicant's application for each person reviewing them, which includes professors, past fellows, and other students sitting on the interview panel.</i>	\$(150.00)	\$150.00	\$150.00	\$150.00	
<b>7520</b> Facilities Janitorial (Undergraduate Special Fees/Annual)	<i>This cost is to cover the janitorial costs incurred after SIG's fellowship night during which the fellowships for the year are unveiled.</i>	\$(85.00)	\$85.00	\$85.00	\$85.00	
<b>Operating Expense</b>	<b>\$(1,075.00)</b>	<b>\$1,075.00</b>	<b>\$1,075.00</b>	<b>\$1,075.00</b>		
These are the costs associated with running the SIG office and providing supplies for members during meetings.						
<b>6320</b> Technical Services (Undergraduate Special Fees/Annual)	<i>To cover the cost of set up fees that arise when renting rooms in Tresidder for events such as professor panel discussions and outside speakers.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	
<b>7120</b> Phone (Undergraduate Special Fees/Annual)	<i>12 months @ \$50/month</i>	\$(600.00)	\$600.00	\$600.00	\$600.00	
<b>7130</b> Postage/Courier (Undergraduate Special Fees/Annual)	<i>Thank you notes to donors/alumni</i>	\$(50.00)	\$50.00	\$50.00	\$50.00	
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	<i>500 copies @ \$0.05: \$25</i>	\$(25.00)	\$25.00	\$25.00	\$25.00	
<b>7150</b> Office Supplies (Undergraduate Special Fees/Annual)	<i>Letterhead/Envelopes for formal correspondences and thank you notes. and various items: (folders, staples, etc.)</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	
<b>Various Public Relations Needs</b>	<b>\$(546.50)</b>	<b>\$546.50</b>	<b>\$546.50</b>	<b>\$546.50</b>		
Most of the public relations budget goes toward making the SIG newsletter, which is produced quarterly and available at our office and mailed to SIG alumni and donors.						
<b>7130</b> Postage/Courier (Undergraduate Special Fees/Annual)	<i>Newsletter mailings (\$0.37 x 150 newsletters x 3 times a year): \$166.50</i>	\$(166.50)	\$166.50	\$166.50	\$166.50	
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>Newsletter printing: (150 copies x \$0.10 x 10 pages x 3 times/year): \$180 Various placards/banners used at events to advertise: \$200</i>	\$(380.00)	\$380.00	\$380.00	\$380.00	
<b>Various Speakers</b>	<b>\$(1,020.00)</b>	<b>\$1,020.00</b>	<b>\$1,020.00</b>	<b>\$1,020.00</b>		
The Public Policy Forum Committee organizes various speaker events with Stanford faculty and government officials. The committee also coordinates Hoover Media Lunches ev						
<b>7020</b> Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)	<i>The Public Policy Forum has partnered with various Stanford organizations such as The Roosevelt Institution, ASSU Speakers Bureau, and the Stanford Law School to bring influential speakers to campus.</i>	\$(800.00)	\$800.00	\$800.00	\$800.00	
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	<i>Public Policy Forums Speaker Bios (10 events x 40 copies x \$0.05): \$20</i>	\$(20.00)	\$20.00	\$20.00	\$20.00	
<b>7520</b> Facilities Janitorial (Undergraduate Special Fees/Annual)	<i>This would cover the janitorial costs for speaker events in venues like the History corner</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	
<b>APPLICATION TOTALS</b>	<b>\$(55,660.00)</b>	<b>\$30,660.00</b>	<b>\$19,710.00</b>	<b>\$19,710.00</b>		