

Status: **Recommended with Modifications**

Financial Officer: Lindsay Sellers

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(13,765.25)	\$13,765.25	\$13,215.25			
Undergraduate Special Fees		\$13,765.25	\$13,215.25			
6240 - Casual Labor	\$(450.00)	\$450.00	\$0.00			
6560 - Event Food	\$(400.00)	\$400.00	\$300.00			
7130 - Postage/Courier	\$(100.00)	\$100.00	\$100.00			
7140 - Copies (Not Marketing)	\$(150.00)	\$150.00	\$150.00			
7220 - Marketing Copies / Print Expenses	\$(12,665.25)	\$12,665.25	\$12,665.25			
[All Expense Total]	\$(13,765.25)					

QUESTIONS & ANSWERS

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

We applied last year, and were successful.

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

No.

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

We provide the sole literary magazine to campus.

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

Our largest line item is the actual printing costs to Giant Horse for our three issues a year.

What is the average attendance at your events?

To our meetings, typically 10-15 students show. Our readership largely covers most of the student body.

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

We publicize through academic e-mail lists and paper flyers.

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.

We are not an umbrella group.

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

We have no funding other than Special Fees.

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

Our publication comes out for each quarter, and reaches out to the entire Stanford Community through student art and writing. After each publication, we also hold a reading in Margaret Jacks to which everyone is invited.

Why are you requesting Special Fees?

We are requesting Special Fees so that we may continue to print our publication once a quarter.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Leland Quarterly issues: autumn, winter, spring		\$(13,765.25)	\$13,765.25	\$13,215.25			
Printing costs for our three, quarterly issues							
Location:	Stanford, CA	Contact:		Christina Cacioppo	Attendance:		100(total)
Url:	http://www.lelandquarterly.com			cacioppo@stanford.edu		UG: 93	Staff: 5
				(614) 477-8197		Grad: 0	Other: 2
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6240	<i>Small stipend (\$150) for one issue's layout/design. Three issues designed per year.</i>	\$(450.00)	\$450.00	\$0.00			
Casual Labor (Undergraduate Special Fees/Annual)							
6560	<i>Regular Meeting Food</i>	\$(400.00)	\$400.00	\$300.00			
Event Food (Undergraduate Special Fees/Annual)							
7130	<i>Funds for sending issues to graduated contributors</i>	\$(100.00)	\$100.00	\$100.00			
Postage/Courier (Undergraduate Special Fees/Annual)							
7140	<i>Printing costs for promotional flyers</i>	\$(150.00)	\$150.00	\$150.00			
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7220	<i>Printing costs for three magazines from: Giant Horse Printing, Inc. 1336 San Mateo Avenue South San Francisco, CA 94080</i>	\$(12,665.25)	\$12,665.25	\$12,665.25			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(13,765.25)	\$13,765.25	\$13,215.25			

ACCOUNT BALANCES

Account		Balance
2-6177-1-0-2800	LELAND QUARTERLY	\$578.35
2-6177-2-5-7220	LELAND QRTRLY SPEC FEE MKTG COPIES/PRINT EXP	\$8,389.37