

Status: **Recommended with Modifications**

Financial Officer: Kate Hanske

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(85,430.00)</b>	<b>\$77,650.00</b>	<b>\$70,642.00</b>			
Undergraduate Special Fees		\$77,650.00	\$70,642.00			
6110 - Officer Salary	\$(8,400.00)	\$8,400.00	\$8,400.00			
7460 - Costumes / Uniforms	\$(8,400.00)	\$7,000.00	\$7,000.00			
7730 - Car / Van Rental	\$(6,000.00)	\$6,000.00	\$6,000.00			
7220 - Marketing Copies / Print Expenses	\$(200.00)	\$200.00	\$200.00			
7410 - Equipment Purchase (Non-Cap)	\$(23,730.00)	\$22,350.00	\$22,350.00			
7430 - Equipment Maintenance	\$(12,000.00)	\$9,000.00	\$9,000.00			
7130 - Postage/Courier	\$(400.00)	\$400.00	\$400.00			
7140 - Copies (Not Marketing)	\$(5,100.00)	\$5,100.00	\$5,100.00			
7150 - Office Supplies	\$(600.00)	\$600.00	\$600.00			
6340 - Security Services	\$(11,000.00)	\$11,000.00	\$9,992.00			
6510 - Regular Meeting Food	\$(8,000.00)	\$6,000.00	\$0.00			
7120 - Phone	\$(1,600.00)	\$1,600.00	\$1,600.00			
[All Expense Total]	\$(85,430.00)					

## QUESTIONS & ANSWERS

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

We have applied for and received Special Fees in the past three years.

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

There is an increase in the amount of Special Fees we are requesting this year. This is primarily as a result of our new financial situation with regards to the Athletic Department. This year, we are receiving less funding from them than we have from them in years past, and as such we require more funding from Special Fees to make up the difference in operating costs. Also, rising membership and an unprecedented amount of repairs on old instruments have also contributed to the budget increase.

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

Our mission is to bring mirth and merriment to the world and happiness to all those within earshot. We put the bounce in your step, the twinkle in your eye, and maybe the quiver in your loins. We support Stanford Athletics and provide Stanford spirit to the community, and give people everywhere a sonic reminder that Stanford University is an awesome place. Basically, we're all about fun—having it, making it, and bringing it to the rest of the Stanford community.

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

Our largest line item is 7410, Equipment Purchase (non-cap), which covers our instruments, consumable supplies to keep our instruments working properly, uniforms and other costumes, and supplies for our football field shows. Our next largest line item is 6340, Security Services, which covers security expenses for the Fall and Spring Band Runs. Our third largest line item is 6110, Officer Salary, which provides compensation for members of Band Staph who provide an immense service to our organization and to the community by keeping the Band running smoothly.

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

Our audience size varies quite a bit depending on the event. Attendance numbers in the thousands for athletic events and parades, but is usually in the hundreds for other rallies or events.

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

N/A

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

We receive Special Fees funding every year. Our other sources of funding include reserves, an ASSU checking and savings account, and some very limited funding from the Athletic Department.

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

We play at every home football, basketball and women's volleyball games, rallies organized by us like the band runs, fountain rallies and library rally, various events on campus like Dance Marathon and Admit Weekend, and other community service events in the greater Bay Area like Special Olympics, AIDS Walk and holiday parades.

**Why are you requesting Special Fees?**

The Stanford Band requests Special Fees because we serve the Stanford community in its entirety, which causes our daily operating expenses to be quite large. Unlike other college marching bands, the Stanford Band does not receive complete funding from its Athletic Department. In fact, this year we are in a new financial situation, receiving significantly less funding from the Athletic Department than we have received in years past. This makes the funding we receive from Special Fees even more important. Also unlike other bands, we serve the student population in a unique way, and we feel it is appropriate to ask the student body to help us continue to provide school spirit for all.

**BUDGET DETAIL**

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>General Overhead Expenses</b>		<b>\$(77,650.00)</b>	<b>\$77,650.00</b>	<b>\$70,642.00</b>			
The Band does not budget its expenses on a per-event basis. Therefore, this enumeration reflects the needs of the Band for the full fiscal year.							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>6110</b>	<i>This line item compensates the Manager and Assistant Manager for their service to the Band throughout the year. We pay these individuals on a quarterly basis. The Manager salary is \$1500 for fall quarter and \$1400 for winter and spring, and the Assistant Manager salary is \$1400 for fall quarter and \$1300 for winter and spring. This small stipend helps to honor the service of two students who often give more time to the Band than a full-time job would require. We also request \$100 to cover processing fees.</i>	\$(8,400.00)	\$8,400.00	\$8,400.00			
Officer Salary (Undergraduate Special Fees/Annual)							
<b>6340</b>	<i>This line item mainly covers security expenses for the fall and spring band runs. These rallies are very important events for the student body. We are required to pay for police at these events in order to keep the participants and property safe. The fall rally generally costs about \$8000. We budget an additional \$2000 for the spring rally, as well as \$1000 to account for any unforeseen expenses (e.g. a post-Big Game rally).</i>	\$(11,000.00)	\$11,000.00	\$9,992.00			
Security Services (Undergraduate Special Fees/Annual)							
<i>Knock down to not have to petition</i>							
<b>6510</b>	<i>The Band has significant food and drink expenses in order to provide for its large membership, especially during football season. We provide a small breakfast to the full football band prior to every Saturday field rehearsal, since these rehearsals must be scheduled before the dining halls open. Occasionally football schedules also prohibit band members from making lunch at dining halls; we provide lunch in those situations. Additionally, we provide a small amount of food if our travel schedule requires us to miss mealtimes at dining halls (for example, to volleyball and basketball games at Berkeley). These costs are estimated at \$900 for the academic year. We also provide drinks and water during sporting events to stay hydrated. These costs have been about \$2100 a year. We also require \$2000 for miscellaneous food for large recruiting and social events. Lastly, the Band plays for a variety of off-campus community service events throughout the year that often overlap with dining hall hours; we budget \$1000 to provide small meals on those occasions.</i>	\$(6,000.00)	\$6,000.00	\$0.00			
Regular Meeting Food (Undergraduate Special Fees/Annual)							
<i>coming out of reserves to spend down reserves and get request amount down</i>							
<b>7120</b>	<i>Our landline phone in the Band Shak costs about \$130 per month, billed all twelve months of the year. Additional other expenses are required on occasion. It is essential that we have a phone in the Shak so we can be reached about performance opportunities, and Band management needs to be able to make calls frequently. We therefore request \$1600 to maintain our phone service.</i>	\$(1,600.00)	\$1,600.00	\$1,600.00			
Phone (Undergraduate Special Fees/Annual)							
<b>7130</b>	<i>We require some money for postage in order to maintain our Post Office box, which receives bills from companies we work with, as well as correspondence from alumni and people interested in the Band program. Additionally, we need to mail out materials throughout the year to maintain contacts with our community.</i>	\$(400.00)	\$400.00	\$400.00			
Postage/Courier (Undergraduate Special Fees/Annual)							

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
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**General Overhead Expenses** **\$(77,650.00)** **\$77,650.00** **\$70,642.00**

The Band does not budget its expenses on a per-event basis. Therefore, this enumeration reflects the needs of the Band for the full fiscal year.

**Location:** **Contact:** **Attendance:**  
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	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
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<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	<i>Photocopying expenses are essential to the Band. We require large expenses every quarter in order to make enough copies of our music for the entire Band. For fall quarter, these costs are estimated at \$700, and for winter and spring quarters, at \$300 total. Additionally, we require \$150 to maintain our archives in the Shak Library. We also need about \$700 to produce our handbook, which serves as our primary recruiting material. The lease on our in-house Xerox machine has risen, so we require \$170 a month, plus \$310 a quarter for usage. We need a machine in the Shak because it is more convenient (as well as cheaper) for copying small batches of music in the middle of the quarter. The Shak copier is also used for administrative copies and field charts during football season.</i>	\$(5,100.00)	\$5,100.00	\$5,100.00		
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<b>7150</b> Office Supplies (Undergraduate Special Fees/Annual)	<i>We require miscellaneous expenses throughout the year for staples, pens, paper, letterhead, mailing envelopes, and videotape.</i>	\$(600.00)	\$600.00	\$600.00		
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<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>This line item covers recruiting and advertising for Dollies, Tree, Writers, Announcers, Fall and Spring recruiting efforts. We require paper fliers and other marketing materials throughout the year.</i>	\$(200.00)	\$200.00	\$200.00		
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**7410** Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual) *This is our largest line item. We require money to purchase instruments, uniforms, and materials for our field shows, as well as other expenses throughout the year. I will enumerate this line item based on how we categorize our expenses.*

\$(22,350.00)	\$22,350.00	\$22,350.00
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*Acquisitions. The Band provides an instrument to every member of the band. These instruments require consumable maintenance supplies on an ongoing basis. The woodwind sections require reeds, mouthpieces, and cleaners (\$4500 per year), the brass sections require lubricants and mouthpieces (\$2000 per year), and the drums require sticks and replacement heads (\$2000 per year). In addition, we request \$2000 for the purchase of a new drum set. Total: \$10,500.*

*Computers and technology hardware. We require consumable computer supplies such as disks throughout the year, for an estimated cost of \$300. Total: \$300.*

*Props. The Band's field shows are an integral part of each Stanford football game. We write two new shows every week, and we require building materials and paint to make props for each show. Total: \$1500.*

*Other hardware. Additionally, we require building materials and hardware to keep up our Shak throughout the year, unrelated to the field shows. Total: \$3500.*

*Cases. We require new cases as they become worn out. We need cases to safely transport our instruments to away games for football, basketball and women's volleyball. Total: \$300.*

*Uniforms. We require a significant amount of money to provide costumes and uniforms for the Band. The Drum Major requires \$2500 for costumes throughout the year. The majority of this money is spent during football season, and the rest is spent during spring quarter. The expenses of the Drum Major are necessary to maintain the spirit and appearance of the Band at all of its performances. The Tree serves to provide spirit and visibility for the Band and for Stanford, and we request \$2000 for the Tree costume. Lastly, the Band purchases uniform hats for all its members once a year, for \$1750. Total: \$6250.*

<b>7430</b>	\$(9,000.00)	\$9,000.00	\$9,000.00
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Equipment Maintenance (Undergraduate Special Fees/Annual) *Due to the large amount of property the Band maintains, we have significant maintenance expenses. Dry-cleaning our uniforms annually costs about \$900. We request \$2000 for repairs to the valves and tubing of our trumpets, mellophones, and trombones, as well as \$500 for drum repairs. Repairs to bits, necks, and tubing for our sousaphones cost about \$2500, and repadding our woodwinds, fixing dents, and adjusting metal carriages will cost an estimated \$3000.*

<b>7460</b>	\$(7,000.00)	\$7,000.00	\$7,000.00
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Costumes / Uniforms (Undergraduate Special Fees/Annual) *This line item covers uniforms for the Dollies. They require \$1400 per quarter for their dresses, as well as \$600 per quarter for shoes, make-up, hair ribbons, pom poms, dance spankies, and other accessories. The Dollies also require once-a-year expenses of \$1000 for luggage and tracksuits.*

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<b>7730</b>						
Car / Van Rental (Undergraduate Special Fees/Annual)	\$(6,000.00)	\$6,000.00	\$6,000.00			
<i>This line item covers transportation to Band events when private cars are not a viable option. We estimate a \$4000 expense for the annual UC Davis band competition in spring quarter, and an additional \$2000 for buses to various other performances throughout the year, such as Big Game rallies in San Francisco.</i>						

<b>APPLICATION TOTALS</b>	<b>\$(77,650.00)</b>	<b>\$77,650.00</b>	<b>\$70,642.00</b>			
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ACCOUNT BALANCES

Account		Balance
2-5051-1-0-2800	BAND-LSJUMB	\$3,005.90
2-5051-1-0-9010	ST BAND O/S PURCHASE ORDER	\$0.00
2-5051-2-5-6110	BAND SPEC FEE OFFICER SALARY	\$2,776.34
2-5051-2-5-6340	BAND SPEC FEE SECURITY SERVICES	\$10,000.00
2-5051-2-5-6510	BAND SPEC FEE MEETING FOOD	\$149.14
2-5051-2-5-7120	BAND SPEC FEE PHONE	\$808.30
2-5051-2-5-7130	BAND SPEC FEE POSTAGE/COURIER	\$205.92
2-5051-2-5-7140	BAND SPEC FEE COPIES (NOT MKTG)	\$2,238.43
2-5051-2-5-7150	BAND SPEC FEE OFFICE SUPPLIES	\$246.80
2-5051-2-5-7220	BAND SPEC FEE MKTG COPIES/PRINT EXP	\$165.51
2-5051-2-5-7410	BAND SPEC FEE EQUIP (NON-CAP)	\$8,488.81
2-5051-2-5-7430	BAND SPEC FEE EQUIP MAINT	\$1,821.04
2-5051-2-5-7460	BAND SPEC FEE COSTUMES/UNIFORMS	\$1,734.48
2-5051-2-5-7730	BAND SPEC FEE CAR/VAN RENTAL	\$5,254.00
2-5051-8-0-2810	BAND SAVINGS	\$5,410.27
2-5051-9-0-2820	BAND RESERVE	\$20,304.73