

Status: **Recommended with Modifications**

Financial Officer: Kristine Pangan-Okimoto

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(23,363.00)	\$19,688.00	\$16,908.40			
Undergraduate Special Fees		\$19,688.00	\$16,908.40			
6110 - Officer Salary	\$(3,500.00)	\$3,500.00	\$1,050.40			
6210 - Regular Staff	\$(2,500.00)	\$2,500.00	\$2,500.00			
6310 - Honoraria Fees	\$(1,650.00)	\$1,650.00	\$1,650.00			
6340 - Security Services	\$(288.00)	\$288.00	\$288.00			
6560 - Event Food	\$(1,050.00)	\$1,050.00	\$1,050.00			
7140 - Copies (Not Marketing)	\$(200.00)	\$200.00	\$200.00			
7200 - General Marketing Expenses	\$(900.00)	\$900.00	\$900.00			
7410 - Equipment Purchase (Non-Cap)	\$(9,000.00)	\$9,000.00	\$9,000.00			
7460 - Costumes / Uniforms	\$(400.00)	\$400.00	\$70.00			
7820 - Registration Expense	\$(200.00)	\$200.00	\$200.00			
[All Expense Total]	\$(23,363.00)					

QUESTIONS & ANSWERS

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

Yes. Last year we applied for special fees and we had the highest approval rate of any other student group applying! We have been approved for special fees in the previous years as well.

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

We have increased slightly from this year for several reasons. First, condoms and everything in general is getting more expensive and because of that, we are not able to purchase sufficient supplies for the center. Additionally, we have increased our focus on guest speakers as of this year and need more money for honorarium fees.

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

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

The largest line item is for general supplies (condoms, lubricant, tampons, books, dental dams, massage oils, pregnancy tests, etc.). The next largest is staff salaries, which are necessary because of the huge time commitment involved in keeping the office running every day. It involves managing staff, meetings, dealing with supply distributors, covering for unstaffed hours, maintaining good University relations, staying up to date on training, and teaching comprehensive sexual health. The third largest is meeting food, which is necessary for our meetings, candy supplies for the center, and food & EANABs for the SHPRC all-campus party!

What is the average attendance at your events?

Our office at Vaden gets over 2000 visitors a year. Outreach attendance is anywhere between 15-40 people. We provided over 1000 bags with safe sex information and condoms during Full Moon on the Quad. The bags also contained information about the SHPRC.

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

This year we have not registered with Events at Stanford. However, the SHPRC has collaborated with events such as Full Moon on the Quad and at parties.

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

1)n/a 2)\$5509.48 3)n/a 4)n/a

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

Our dorm/group outreaches are very popular. We cover all sorts of sexual health information. Topics are tailored to the audience's preferences (usually the PHE or RA of the dorm will request a specific subject). We hold tabling events at various times throughout the year where we publicize sexual health information and give away safe sex supplies. The largest of these is at Full Moon on the Quad. We also go around different campus parties to distribute condoms as well as spread knowledge on good sexual health practices.

Why are you requesting Special Fees?

We are requesting Special Fees because the funds from General Fees are not sufficient to meet the demand for our sexual health supplies (condoms, lubricant, tampons, books, dental dams, massage oils, pregnancy tests, etc.). We also need funds for our dorm outreaches and big giveaway events like activities fairs, Full Moon, Valentine's Day, etc.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
General Overhead Expenses		\$(19,688.00)	\$19,688.00	\$16,908.40			
The general expenses of providing confidential counseling on sexual health related issues, conducting outreaches, and teaching a 1-unit course on sexual health every quarter. We also provide very low cost safer sex products (including 12 free condoms per quarter to all students). Additionally, we provide a free up-to-date sexual health library.							
Location: Vaden Health Center		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110	<i>Payment for the four SHPRC officers: 2 co-directors and 2 financial officer, the people ultimately responsible for the daily successful operation of the center. \$1000 for each co-director and \$750 for each financial officer = \$3500.</i>	\$(3,500.00)	\$3,500.00	\$1,050.40			
Officer Salary (Undergraduate Special Fees/Annual)							
6210	<i>Payment for teachers of the SHPRC class, EDUC193: Peer Counseling on Comprehensive Sexual Health and for 2 outreach coordinators responsible for organizing outreach events campuswide and for volunteer staff to promote sexual education. \$750/yr per teacher. 2 teachers = \$1500. \$500/yr per outreach coordinator. 2 coordinators = \$1000. Total = \$2500.</i>	\$(2,500.00)	\$2,500.00	\$2,500.00			
Regular Staff (Undergraduate Special Fees/Annual)							
6310	<i>Every year we host several campus-wide talks with speakers often requiring a fee. In the past we have had the author of Sexplorations and other guest speakers. We usually have 4-5 speakers a year and they require expenses averaging to \$150.00-\$175.00 each. 5*150.00= \$750.00</i>	\$ (750.00)	\$750.00	\$1,650.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
		add DJ rates					
6310	<i>The going rate for a DJ and equipment is \$300. 3 parties = \$900. (3 parties)(300) = \$900</i>	\$(900.00)	\$900.00	\$0.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6340	<i>Security for 3 parties. 2 SEPs at \$24/hr for two hours at each party = \$288. (2 SEPs)(24/hr)(2hrs)(3 parties) = \$288</i>	\$(288.00)	\$288.00	\$288.00			
Security Services (Undergraduate Special Fees/Annual)							
6560	<i>15-20 ppl per meeting. 1 general per quarter, 1 special per quarter. \$75 per meeting. Outreach food = 5 average per quarter. \$50/quarter of ice cream, candy, fruit, and utensils. 3 parties. Party food/EANABS = \$150/qtr. 1 party per quarter, 3 total parties. TOTAL = \$1050. (6 meetings) (\$75/meeting) = \$450. (3 quarters of outreaches)(50/qtr) = \$150. (3 parties) (\$150/qtr) = \$450. \$450+\$150+\$450 = \$1050</i>	\$(1,050.00)	\$1,050.00	\$1,050.00			
Event Food (Undergraduate Special Fees/Annual)							
7140	<i>Copies are made for educational purposes. This includes informational and instructional handouts for volunteers and students. Copies are also made for the EDUC193S class for handouts, midterms, and final exams. Copies@ \$0.07 per copy. We estimate \$1000 copies per quarter~\$200.00</i>	\$(200.00)	\$200.00	\$200.00			
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7200	<i>SHPRC t-shirts: ~\$9 per shirt. 40 t-shirts + tax = ~\$400. SHPRC Pens: ~\$0.38 cents per pen. 1500 pens + tax = ~\$600 SHPRC Post-its: ~\$0.55 cents per post it pack with SHPRC logo. 1500 post its (to be distributed during NSO and afterwards) + tax = ~\$900.00 Facebook Ads = \$25.00</i>	\$(900.00)	\$900.00	\$900.00			
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7410	<i>General expenses for SHPRC.</i>	\$(9,000.00)	\$9,000.00	\$9,000.00			
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
		condoms, dentals dams, lub, etc.....					
7460	<i>40 t-shirts @ \$10 each</i>	\$(400.00)	\$400.00	\$70.00			
Costumes / Uniforms (Undergraduate Special Fees/Annual)							
		330 funded from reserves					
7820	<i>Each year we co-sponsor events that require registration fees (e.g. ThinkBig required \$75 for registration fees). They usually range from \$20-\$100. 4 events * ~\$50.00 registration dues = \$200.00</i>	\$(200.00)	\$200.00	\$200.00			
Registration Expense (Undergraduate Special Fees/Annual)							

APPLICATION TOTALS

\$(19,688.00) \$19,688.00 \$16,908.40

ACCOUNT BALANCES

Account		Balance
2-5590-1-0-2800	SHPRC-CONTRACEPTIVE INFO	\$489.28
2-5590-2-5-6110	SHPRC SPEC FEE OFFICER SALARY	\$7,000.00
2-5590-2-5-6210	SHPRC SPEC FEE REGULAR STAFF	\$2,500.00
2-5590-2-5-6240	SHPRC SPEC FEE CASUAL LABOR	\$288.00
2-5590-2-5-6310	SHPRC SPEC FEE HONORARIA FEES	\$150.00
2-5590-2-5-6320	SHPRC SPEC FEE TECHNICAL SERVICES	\$900.00
2-5590-2-5-6510	SHPRC SPEC FEE MEETING FOOD	\$699.79
2-5590-2-5-7140	SHPRC SPEC FEE COPIES (NOT MKTG)	\$200.00
2-5590-2-5-7200	SHPRC SPEC FEE GEN MKTG EXP	\$322.63
2-5590-2-5-7410	SHPRC SPEC FEE EQUIP (NON-CAP)	\$4,739.46
2-5590-2-5-7460	SHPRC SPEC FEE COSTUMES/UNIFORMS	\$277.15
2-5590-2-5-7820	SHPRC SPEC FEE REGISTRATION EXP	\$200.00
2-5590-9-0-2820	SHPRC RESERVE	\$5,509.48