

Status: **Recommended As-is**

Financial Officer: Emily Evans

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(65,473.80)	\$20,090.00	\$20,090.00			
Undergraduate Special Fees		\$20,090.00	\$20,090.00			
6310 - Honoraria Fees	\$(500.00)	\$500.00	\$500.00			
6500 - Training Mat	\$(200.00)	\$200.00	\$200.00			
7720 - Gas	\$(200.00)	\$200.00	\$200.00			
7420 - Equipment Rental	\$(5,060.00)	\$4,280.00	\$4,280.00			
7510 - Facilities Rental	\$(6,700.00)	\$6,000.00	\$6,000.00			
7520 - Facilities Janitorial	\$(47,603.80)	\$4,000.00	\$4,000.00			
7150 - Office Supplies	\$(60.00)	\$60.00	\$60.00			
7220 - Marketing Copies / Print Expenses	\$(450.00)	\$450.00	\$450.00			
7410 - Equipment Purchase (Non-Cap)	\$(1,000.00)	\$1,000.00	\$1,000.00			
6560 - Event Food	\$(3,000.00)	\$3,000.00	\$3,000.00			
7130 - Postage/Courier	\$(300.00)	\$300.00	\$300.00			
7140 - Copies (Not Marketing)	\$(100.00)	\$100.00	\$100.00			
[All Expense Total]	\$(65,473.80)					

QUESTIONS & ANSWERS

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

Yes, we have applied for Special Fees and our funding requests have been approved. We are so grateful for Special Fees!

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

Yes, there is an increase, but it is less than 10% of the amount approved for last year. ELS, Alumni Center, and Food costs have gone up since last year.

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

The mission of Stanford Dance Marathon is to inspire, educate, and mobilize community to combat HIV/AIDS and support international health. We seek to raise a meaningful amount of money for our beneficiaries through a year of fundraising, education, and community-building efforts, which culminates in a 24 hour dance marathon of wakeful and active solidarity.

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

The three largest items we've requested are for Janitorial Services, Equipment Rental, and Event Food. Hosting a 24-hour event at the alumni center can be expensive and there are set prices that we must follow. The amount we are requesting does not fully cover the ELS costs, facilities rental costs, or food costs, but this money really helps.

What is the average attendance at your events?

Dance Marathon has about 1000 people in attendance each year. However, throughout the year we hold smaller fund-raising and awareness events that usually have about 40 people in attendance.

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

Paper flyering, e-mail flyering, and White Plaza tabling are our most common ways to publicize our events. Yes, we have registered with Events at Stanford.

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) Over the years we have accumulated decorations, t-shirts, and other things from past Dance Marathon's. In terms of monetary value, however, they are not very valuable.

2) This year inherited just over \$4,000 in reserves. We have recently requested to move some of the money from Reserves to help cover ELS costs (increased from last year).

3) We have no such accounts.

4) Each year we ask DM Dancers to pay a registration fee. This pays for the dancer's t-shirt and helps us cover the costs not covered by special fees. We usually bring in about \$6000 from registration fees. We do have some corporate sponsors, but their donations are usually in the form of donate goods or services or donations to the non-profit organization for which we are raising money.

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

Our largest event is a 24-hour dance-a-thon where students or Stanford community members pledge to stay on their feet and raise money for a philanthropic cause. The event is open to all community members. Throughout the year we host awareness events, often pairing up with FaceAids to express the significance of the HIV/AIDS epidemic.

Why are you requesting Special Fees?

We are requesting special fees because the costs to host such a large, long event are high and we cannot afford to hold the event on our own. We make an effort to make sure every student on campus is aware of the event and try to reach out to the greater Stanford community as well (faculty/staff).

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Stanford Dance Marathon 2010		\$(20,090.00)	\$20,090.00	\$20,090.00			
The mission of Stanford Dance Marathon is to inspire, educate, and mobilize community to combat HIV/AIDS and support international health. We seek to raise a meaningful amount of money for our beneficiaries through a year of fundraising, education, and community-building efforts, which culminates in a 24 hour dance marathon of wakeful and active solidarity.							
Location:	Alumni Center	Contact:		Emily Evans	Attendance:		1000(total)
Url:	dm.stanford.edu			evanse@stanford.edu		UG: 750	Staff: 50
				650-387-5707		Grad: 150	Other: 50
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6310	<i>This year we will be bringing one of the Partners in Health directors to Stanford to speak at the event. We anticipate bringing a speaker of similar influence to next year's event, so we will once again need money to pay for transportation and lodging.</i>	\$(500.00)	\$500.00	\$500.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6500	<i>Binders and paper materials for staff retreat and training; supplies for staff development notes and handouts.</i>	\$(200.00)	\$200.00	\$200.00			
Training Mat (Undergraduate Special Fees/Annual)							
6560	<i>Meals and liquids for participants during 24-hour event; refreshments for Family Day portion of event; food for participant and staff events leading up to Marathon (based on costs of minimum amounts of food this year).</i>	\$(3,000.00)	\$3,000.00	\$3,000.00			
Event Food (Undergraduate Special Fees/Annual)							
7130	<i>Stamps and mailing materials for correspondence with participants and sponsors, including for a mail call program that is part of our year's activities.</i>	\$(300.00)	\$300.00	\$300.00			
Postage/Courier (Undergraduate Special Fees/Annual)							
7140	<i>Participant informational packets/ guides.</i>	\$(100.00)	\$100.00	\$100.00			
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7150	<i>Paper, staples, paper clips, pens, etc. to keep office functions running.</i>	\$(60.00)	\$60.00	\$60.00			
Office Supplies (Undergraduate Special Fees/Annual)							
7220	<i>Campus-wide fliering for dancer and moraler registration (2,000 x \$.1 = 200). Fliers about HIV/AIDS and international health for World AIDS day and other educational campaigns (1,000 x \$.1). Large posters for promotions and sponsor acknowledgment (2 x \$50). Printing letterhead for letter-writing activities (500 x \$.1).</i>	\$(450.00)	\$450.00	\$450.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7410	<i>Cables, cords, lights, AV equipment.</i>	\$(300.00)	\$300.00	\$300.00			
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
7410	<i>Decoration and Display Materials such as paint, butcher paper, chalk, paint brushes, poster board, tape, and other supplies for event activities.</i>	\$(600.00)	\$600.00	\$600.00			
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
7410	<i>Utensils, cups, plates, and napkins for event.</i>	\$(100.00)	\$100.00	\$100.00			
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
7420	<i>Rental Storage Cube Fee (\$65 x 12 months = \$780).</i>	\$(780.00)	\$780.00	\$780.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	<i>Equipment and Labor Services equipment rental, based on current costs.</i>	\$(3,500.00)	\$3,500.00	\$3,500.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>Alumni Center Venue Costs</i>	\$(6,000.00)	\$6,000.00	\$6,000.00			
Facilities Rental (Undergraduate Special Fees/Annual)							
7520	<i>Labor charges from Event and Labor Services (ELS) for DM event.</i>	\$(4,000.00)	\$4,000.00	\$4,000.00			
Facilities Janitorial (Undergraduate Special Fees/Annual)							
7720	<i>Transportation costs for retreat, travel to buy supplies, travel to storage, and travel to local beneficiary.</i>	\$(200.00)	\$200.00	\$200.00			
Gas (Undergraduate Special Fees/Annual)							

APPLICATION TOTALS

\$(20,090.00) \$20,090.00 \$20,090.00

ACCOUNT BALANCES

Account	Balance
2-7257-1-0-2800 ST DANCE MARATHON	\$9,774.53
2-7257-1-0-2801 ST DANCE MARATHON DONATIONS	\$9,533.20
2-7257-1-0-2830 ST DANCE MARATHON STANFORD FUND	\$21.68
2-7257-1-0-9010 ST DANCE MARATHON O/S PURCHASE ORDER	\$8,720.76
2-7257-2-5-6310 DANCE MARATHON SPEC FEE HONORARIA FEES	\$500.00
2-7257-2-5-6320 DANCE MARATHON SPEC FEE TECHNICAL SERVICES	\$1,340.00
2-7257-2-5-6500 DANCE MARATHON SPEC FEE TRAINING MAT	\$0.00
2-7257-2-5-6560 DANCE MARATHON SPEC FEE EVENT FOOD	\$1,500.00
2-7257-2-5-7130 DANCE MARATHON SPEC FEE POSTAGE/COURIER	\$0.00
2-7257-2-5-7140 DANCE MARATHON SPEC FEE COPIES (NOT MKTG)	\$3.47
2-7257-2-5-7150 DANCE MARATHON SPEC FEE OFFICE SUPPLIES	\$2.33
2-7257-2-5-7220 DANCE MARATHON SPEC FEE MKTG COPIES/PRINT EXP	\$0.00
2-7257-2-5-7410 DANCE MARATHON SPEC FEE EQUIP (NON-CAP)	\$555.04
2-7257-2-5-7420 DANCE MARATHON SPEC FEE EQUIP RENTAL	\$0.00
2-7257-2-5-7430 DANCE MARATHON SPEC FEE EQUIP MAINT	\$0.00
2-7257-2-5-7510 DANCE MARATHON SPEC FEE FACILITIES RENTAL	\$0.00
2-7257-2-5-7520 DANCE MARATHON SPEC FEE FACILITIES JANITORIAL	\$0.00
2-7257-2-5-7720 DANCE MARATHON SPEC FEE GAS	\$122.00
2-7257-9-0-2820 DANCE MARATHON RESERVE	\$1,289.43