

Status: **Recommended with Modifications**

Financial Officer: Stephanie Sy

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(15,000.00)	\$14,150.00	\$12,750.00			
Undergraduate Special Fees		\$14,150.00	\$12,750.00			
6560 - Event Food	\$(100.00)	\$100.00	\$100.00			
7020 - Co-Sponsorship Expenses	\$(200.00)	\$200.00	\$200.00			
7130 - Postage/Courier	\$(900.00)	\$50.00	\$350.00			
7140 - Copies (Not Marketing)	\$(13,700.00)	\$13,700.00	\$12,000.00			
7150 - Office Supplies	\$(100.00)	\$100.00	\$100.00			
[All Expense Total]	\$(15,000.00)					

QUESTIONS & ANSWERS

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

We failed to secure Special Fees two years ago, due to a lack of signatures, but we succeeded in galvanizing enough student enthusiasm to get on the ballot and acquire Special Fees last year.

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's a 9% increase in our budget. Printing and mailing expenses have increased, and we're trying to keep pace of production.

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

The SJIR published bi-annual issues of a student-written journal that deals with various aspects regarding international relations.

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

The biggest cost we incur is in printing copies of the journal. This is our reason for being and it's the most important line item for us. Second is the mailing expenses involved, as we have subscribing libraries located abroad. We mail about 100 copies per issue out. The third largest cost is the co-sponsorship fees. As an IR journal, we gladly help bring great speakers to campus, i.e. when Pervez Musharraf came to speak in January.

What is the average attendance at your events?

average attendance is 15 members per weekly meeting

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

We don't generally have events, but we have a distribution system set up for when each issue of the magazine comes up. We bring the issues dorm to dorm, and mail out the externally bound copies.

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

1. 12,367.79 dollars left in our ASSU accounts
2. none, this is the first year we've had special fees
3. our ASSU authorized accounts:
 - 2-7556-1-0-2800
 - 2-7556-1-0-2830
 - 2-7556-1-0-7020
 - 2-7556-1-0-7130
 - 2-7556-1-0-7140
 - 2-7556-1-0-7150
4. none

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

Our main goal is to produce a quality journal for the community. Occasionally, we might co-sponsor an event or panel, but generally speaking, we don't hold programs ourselves.

Why are you requesting Special Fees?

We believe that we provide a service to the Stanford community by giving students access to meaningful interesting articles written by their peers.

BUDGET DETAIL

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Bi-Annual IR Journal Publication	\$(13,800.00)	\$13,800.00	\$12,100.00			
Our magazine, which is published twice a year.						
Location:	Contact:		Attendance:			
Url:						
6560	<i>incentives for recruiting and editing meetings</i>	\$ (100.00)	\$ 100.00	\$ 100.00		
Event Food (Undergraduate Special Fees/Annual)						
7140	<i>printing expenses</i>	\$ (13,700.00)	\$ 13,700.00	\$ 12,000.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)						
\$5/copy, 1200 copies/issue, 2 issues/yr						
Co-Sponsored Events	\$(200.00)	\$200.00	\$200.00			
The Stanford Journal of International Relations has begun a co-sponsorship program in 2007-8, working closely with Stanford in Government to host speakers such as Prof. Larry Diamond.						
Location:	Contact:		Attendance:			
Url:				(total)		
				UG:	Staff:	
				Grad:	Other:	
7020	<i>sponsoring IR events</i>	\$ (200.00)	\$ 200.00	\$ 200.00		
Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)						
Distribution of Journal	\$(700.00)	\$50.00	\$350.00			
In order to distribute Journal, we need monies to pay for postage and office supplies. We distribute journals both in Winter and Spring.						
Location:	Contact:		Attendance:			
Url:				(total)		
				UG:	Staff:	
				Grad:	Other:	
7130	<i>mailing expenses</i>	\$ (700.00)	\$ 50.00	\$ 350.00		
Postage/Courier (Undergraduate Special Fees/Annual)						
Request mistake, we will fund 50% of total request						
General Overhead Expenses	\$(100.00)	\$100.00	\$100.00			
General Overhead						
Location:	Contact:		Attendance:			
Url:						
7150	<i>misc. editing supplies. paper, highlighters, printing drafts etc</i>	\$ (100.00)	\$ 100.00	\$ 100.00		
Office Supplies (Undergraduate Special Fees/Annual)						
APPLICATION TOTALS	\$(14,800.00)	\$14,150.00	\$12,750.00			

ACCOUNT BALANCES

Account		Balance
2-7556-1-0-2800	ST JOURNAL OF INTERNATIONAL RELATIONS	\$109.75
2-7556-1-0-2830	SJIR STANFORD FUND	\$0.00
2-7556-2-5-7020	SJIR SPEC FEE COSPONSORSHIP EXP	\$175.00
2-7556-2-5-7130	SJIR SPEC FEE POSTAGE/COURIER	\$23.08
2-7556-2-5-7140	SJIR SPEC FEE COPIES (NOT MKTG)	\$12,014.25
2-7556-2-5-7150	SJIR SPEC FEE OFFICE SUPPLIES	\$45.71