

Status: **Recommended with Modifications**

Financial Officer: Janice Wong

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(24,280.90)	\$24,280.90	\$23,813.90			
Undergraduate Special Fees		\$24,280.90	\$23,813.90			
7720 - Gas	\$(250.00)	\$250.00	\$250.00			
7220 - Marketing Copies / Print Expenses	\$(1,475.00)	\$1,475.00	\$980.00			
7420 - Equipment Rental	\$(1,190.90)	\$1,190.90	\$1,190.90			
7510 - Facilities Rental	\$(1,200.00)	\$1,200.00	\$1,200.00			
7100 - General Office Expenses	\$(1,215.00)	\$1,215.00	\$1,215.00			
7140 - Copies (Not Marketing)	\$(250.00)	\$250.00	\$250.00			
7200 - General Marketing Expenses	\$(2,050.00)	\$2,050.00	\$1,650.00			
6320 - Technical Services	\$(1,835.00)	\$1,835.00	\$3,882.00			
6500 - Training Mat	\$(900.00)	\$900.00	\$900.00			
6560 - Event Food	\$(5,220.00)	\$5,220.00	\$4,621.00			
6090 - Labor Fees/Taxes	\$(1,320.00)	\$1,320.00	\$300.00			
6240 - Casual Labor	\$(200.00)	\$200.00	\$200.00			
6310 - Honoraria Fees	\$(7,175.00)	\$7,175.00	\$7,175.00			
[All Expense Total]	\$(24,280.90)					

QUESTIONS & ANSWERS

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

No, we have not.

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 of \$2,034.94 we're seeking this year due to the rise in cost of food. We will need more funding for event food especially for weekly events.

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

Our group provides students with pre-business preparation through events and programs such as business skill workshops, leadership conferences, career expos, and mentorship pairings. Stanford Women in Business is helping women find career direction, network with alumni and peers, and set and achieve ambitious career goals, and is guided by a philosophy of a student organization whose events are free and open to everyone, and intends to teach practical skills and provide real networking opportunities for students to understand the business world. Our regular large events, especially our two flagship conferences, reach large amounts of students with needed skills.

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

The three largest line items in our budget are Honoraria Fees, Event Food, and General Marketing Expenses. Honoraria Fees are high not because we offer a lot per speaker (usually just a nice \$200 gift), but because we have a lot of speakers at conferences because they tend to involve panels, which means there are many speakers per event. Event Food is high because we offer food at our conferences and large events, which are open to all of campus, which requires feeding a lot of people. General Marketing Expenses are high because we need to publicize our weekly events and our two conferences to the entire campus and to ensure each event will be well-received.

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

We are registered with events@stanford, and publicize through our newsletter to members, facebook, events@stanford, the LCD screens in tresidder, paper flyers throughout undergraduate dorms and in academic buildings like Terman, electronic flyers through dorm liaisons in every dorm, and occasionally postcards made available in related classes as well as through majors' email lists (if they are relevant majors).

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 current assets of 21,193.84. We do not have any reserves or non-ASSU bank accounts. Currently, we have not applied for funding for 2009-2010 other than special fees, but will apply to any and all sources we can.

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

Conferences: Spring Conference: (attendance 250); (idk2CEO - I Don't know to CEO) Conference is a day-long event designed to introduce undergraduate students to the many facets of the business world. The conference is divided into two major components: workshops such as Marketing 101 that teach students the fundamentals of specific business-related skills or specialties, and networking events that allow students to learn more about the business world from our corporate sponsors. Winter Conference: (attendance 150) This business conference is an event created to provide undergraduate female students insight of how real businesswomen face issues of conflict and execute significant decisions under pressure. Through a series of panels and breakout sessions, attendees will learn techniques, styles, and methods of problem solving in various contexts and industries. The main goal is for attendees to not only become exposed to the world of business from a female perspective but leave with useful advice of how to perform successfully under circumstances of crisis and/or pressure. This year's winter conference is called Off The Streets - A Women's Guide to Non-traditional business careers. Large Campus-Wide Events: Business 101: These are large skill workshops intended for 75-100 people, and include such topics as negotiation and case interview preparation. Sometimes taught by professors, other times by high-level outside speakers. Power Panels: These are career-oriented speaker panels intended to help prepare young women to understand the skills, attitude, and preparation they will need to succeed in such fields as entrepreneurship, marketing, finance, and consulting. They bring in prominent successful female businesswomen, and are intended for 50-75 people. Small events (note: these are open to the Stanford community in the sense that membership is open to all, and these events are member only) Business Bites - small events with one speaker intended to chat directly based on student questions about her life experiences. Limited to 25 people, but open to all - first come, first served. (note: the following are open to the Stanford community in the sense that membership is open to all, and these events are member only) Read to Lead - small book club that meets to discuss bestsellers in management, marketing, coming up with new ideas, etc., sometimes led by an outside speaker, sometimes by a professor, and sometimes by a SWIB leader Philanthropy - charity events that take place off-campus at shelters, orphanages, and hospitals, especially during the holidays. 15-20 people Company Visits - visits to Bay Area companies to understand how their processes work, how their offices are organized, etc. 15-20 people

Why are you requesting Special Fees?

We are requesting special fees because of putting on two large conferences every year - the idk2ceo conference and the winter Conference, both open to all of campus and advertised widely. While we have applied and will continue to apply to all available sources of funding, we have been forced to ask for external fundraising to fund these events which will be very difficult in the upcoming year due to the economic situation.

What is the average attendance at your events?

The average attendance varies by type of event, but is usually somewhere close the event target (i.e., for Power Panels, about 50-75 people attend, and at Business 101, the event attendance is usually between 75 and 100. Smaller events are about 25. If I had to weight it all, not including conferences, about 45 people per event is the norm.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Business Bites		\$(2,357.50)	\$2,357.50	\$2,357.50			
This is a series of workshops on practical business skills held five times a year on such topics as: case interview preparation, negotiation, getting venture funding, valuing a company, and personal finance. These are open to all of campus and advertised widely. Approximate dates are: Oct. 10, Nov.21, Jan. 23, Mar.6, April 10							
Location:	Trsidder Oak West usually, but Old Union Ballroom	Contact:		Ooshma Garg	Attendance:		100(total)
Url:				ogarg@stanford.edu		UG:	100
				214-507-4673		Grad:	Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>Estimated at \$60/event for 5 events</i>	\$(300.00)	\$300.00	\$0.00			
Labor Fees/Taxes (Undergraduate Special Fees/Annual)		change to Technical Services line item					
6310	<i>Speaker gift to each speaker for 5 events</i>	\$(375.00)	\$375.00	\$375.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	<i>1 technical person each event for 5 events, at E&LS rate of \$65</i>	\$(325.00)	\$325.00	\$625.00			
Technical Services (Undergraduate Special Fees/Annual)		adding labor fees line item					
6560	<i>Event food (Snack at \$1.50/person for 75 people, 5 sessions)</i>	\$(562.50)	\$562.50	\$562.50			
Event Food (Undergraduate Special Fees/Annual)							
7220	<i>300 black & white flyers at .05/flyer x 5 sessions</i>	\$(75.00)	\$75.00	\$75.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	<i>Equipment rental (Sound 1 package at \$24/session x 5 sessions)</i>	\$(120.00)	\$120.00	\$120.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>Trsidder Oak West Room rental rate from TSM = \$120 x 5 rentals</i>	\$(600.00)	\$600.00	\$600.00			
Facilities Rental (Undergraduate Special Fees/Annual)							
Business Bites (Small)		\$(187.50)	\$187.50	\$187.50			
These are small, intimate sessions with one speaker, which are open to all of campus but require RSVPs and only admit 25 as the limit. These happen five times a year, twice in fall and twice in winter, only once in spring. Approximate Dates are: Nov. 3, Dec. 3, Jan 15, Feb 26, April 20							
Location:	Women's Community Center Conference Room	Contact:		Leslie Georgatos	Attendance:		25(total)
Url:				lesliege@stanford.edu		UG:	23
				214-289-8906		Grad:	2
							Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>Event snacks for 25 people at \$1.50/person for 5 events</i>	\$(187.50)	\$187.50	\$187.50			
Event Food (Undergraduate Special Fees/Annual)							
Company Visits		\$(100.00)	\$100.00	\$100.00			
Twice a year, SWIB members may visit a company in the Bay Area. This is open to members only and requires RSVP; membership is open to all of campus, including men. The idea of the trips is to get a sense for the internal organization of companies, as well as how they present themselves. These occur in late winter and early spring.							
Location:	Off-campus companies (e.g., Google)	Contact:		Ooshma Garg	Attendance:		20(total)
Url:				ogarg@stanford.edu		UG:	20
				214-507-4673		Grad:	Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7720	<i>Gas money for trips to companies in the Bay Area, budgeted at \$.25/mile for 50 miles for four cars, twice a year</i>	\$(100.00)	\$100.00	\$100.00			
Gas (Undergraduate Special Fees/Annual)							
Grace Under Pressure Conference		\$(7,038.30)	\$7,038.30	\$6,595.30			
The "Grace Under Pressure" business conference is an event created to provide undergraduate female students insight of how real businesswomen face issues of conflict and execute significant decisions under pressure. Through a series of panels and breakout sessions, attendees will learn techniques, styles, and methods of problem solving in various contexts and industries. The main goal is for attendees to not only become exposed to the world of business from a female perspective but leave with useful advice of how to perform successfully under circumstances of crisis and/or pressure.							
Location:	Old Union	Contact:		Roxanne Teti	Attendance:		150(total)
Url:				rteti@stanford.edu		UG:	130
				805-637-5809		Grad:	20
							Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>4 chair & table movers x \$60/hour x 2 hours</i>	\$(480.00)	\$480.00	\$0.00			
Labor Fees/Taxes (Undergraduate Special Fees/Annual)		change to Technical Services line item					

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Grace Under Pressure Conference	\$(7,038.30)	\$7,038.30	\$6,595.30			
The "Grace Under Pressure" business conference is an event created to provide undergraduate female students insight of how real businesswomen face issues of conflict and execute significant decisions under pressure. Through a series of panels and breakout sessions, attendees will learn techniques, styles, and methods of problem solving in various contexts and industries. The main goal is for attendees to not only become exposed to the world of business from a female perspective but leave with useful advice of how to perform successfully under circumstances of crisis and/or pressure.						
Location: Old Union	Contact: Roxanne Teti		Attendance: 150(total)			
Url:	rteti@stanford.edu		UG: 130		Staff: 0	
	805-637-5809		Grad: 20		Other: 0	
	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6310 2 keynote honoraria x \$1000/gift	\$(2,000.00)	\$2,000.00	\$2,000.00			
Honoraria Fees (Undergraduate Special Fees/Annual)						
6320 5 technicians x \$79/hour x 2 hours	\$(790.00)	\$790.00	\$1,586.00			
Technical Services (Undergraduate Special Fees/Annual)						
added labor fees line item and \$316 for possible weekend days						
6560 10 dozen-bagel packages x \$10/dozen-bagel package	\$(100.00)	\$100.00	\$1,235.00			
Event Food (Undergraduate Special Fees/Annual)						
2+2+5.50*130						
6560 2 large fruit platters x \$75/platter	\$(150.00)	\$150.00	\$0.00			
Event Food (Undergraduate Special Fees/Annual)						
6560 4 orange juice jugs x \$7/jug	\$(28.00)	\$28.00	\$0.00			
Event Food (Undergraduate Special Fees/Annual)						
6560 3 100-plate packages x \$5/package	\$(15.00)	\$15.00	\$15.00			
Event Food (Undergraduate Special Fees/Annual)						
6560 2 60-cup containers x \$2/package	\$(4.00)	\$4.00	\$4.00			
Event Food (Undergraduate Special Fees/Annual)						
6560 1 toothpick package x \$2/package	\$(2.00)	\$2.00	\$2.00			
Event Food (Undergraduate Special Fees/Annual)						
6560 7 12-packs of soda x \$6/pack	\$(42.00)	\$42.00	\$0.00			
Event Food (Undergraduate Special Fees/Annual)						
6560 3 35-packs of water x \$4.50/pack	\$(14.00)	\$14.00	\$0.00			
Event Food (Undergraduate Special Fees/Annual)						
6560 150 wraps for conference attendees x \$10/wrap	\$(1,500.00)	\$1,500.00	\$0.00			
Event Food (Undergraduate Special Fees/Annual)						
7100 150 folders x \$1.50/folder	\$(225.00)	\$225.00	\$225.00			
General Office Expenses (Undergraduate Special Fees/Annual)						
7100 3 2-packs of easel paper pads x \$5/pack	\$(90.00)	\$90.00	\$90.00			
General Office Expenses (Undergraduate Special Fees/Annual)						
7100 13 12-packs of memo pads x \$5/pack	\$(80.00)	\$80.00	\$80.00			
General Office Expenses (Undergraduate Special Fees/Annual)						
7100 10 trash bags x \$1/bag	\$(10.00)	\$10.00	\$10.00			
General Office Expenses (Undergraduate Special Fees/Annual)						
7140 1000 black & white copies x \$.05/copy for internal organization (i.e. for program summary, etc.)	\$(50.00)	\$50.00	\$50.00			
Copies (Not Marketing) (Undergraduate Special Fees/Annual)						
7200 80 business cards for executive board and conference team x \$20/stack for 20 people (Will be used in both conferences)	\$(400.00)	\$400.00	\$400.00			
General Marketing Expenses (Undergraduate Special Fees/Annual)						
7220 1000 black & white copies x \$.05/flyer	\$(50.00)	\$50.00	\$140.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)						
100 for 1000 flyers add \$40 for facebook ad						

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Grace Under Pressure Conference		\$(7,038.30)	\$7,038.30	\$6,595.30			
The "Grace Under Pressure" business conference is an event created to provide undergraduate female students insight of how real businesswomen face issues of conflict and execute significant decisions under pressure. Through a series of panels and breakout sessions, attendees will learn techniques, styles, and methods of problem solving in various contexts and industries. The main goal is for attendees to not only become exposed to the world of business from a female perspective but leave with useful advice of how to perform successfully under circumstances of crisis and/or pressure.							
Location:	Old Union	Contact:		Roxanne Teti	Attendance:		150(total)
Url:				rteti@stanford.edu		UG: 130	Staff: 0
				805-637-5809		Grad: 20	Other: 0
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	500 color flyers at \$.50/flyer	\$(250.00)	\$250.00	\$0.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	500 postcards x \$.50/postcard	\$(250.00)	\$250.00	\$250.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	1 Sound 1 package x \$24/hour x 8 hours	\$(192.00)	\$192.00	\$192.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	175 chairs (for event attendees and organizers) x \$1.15/chair	\$(202.00)	\$202.00	\$202.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	2 tables x \$10.65/day x 1 day	\$(21.30)	\$21.30	\$21.30			
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	2 table skirts x \$19/skirt	\$(38.00)	\$38.00	\$38.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	1 podium x \$30/podium	\$(30.00)	\$30.00	\$30.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	1 screen x \$25/screen	\$(25.00)	\$25.00	\$25.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
idk2ceo Business Conference		\$(10,612.60)	\$10,612.60	\$10,588.60			
Business conference							
Location:	Tresidder Union and other locations	Contact:			Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	4 table & chair setup workers at 60/hour for 1 hour	\$(240.00)	\$240.00	\$0.00			
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
change to Technical Services line item							
6240	Facilities labor costs (Setup, cleanup, room unlocking)	\$(200.00)	\$200.00	\$200.00			
Casual Labor (Undergraduate Special Fees/Annual)							
6310	1 keynote honorarium x \$500/keynote honorarium + 20 workshop speaker gifts x \$200/gift	\$(4,500.00)	\$4,500.00	\$4,500.00			
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	5 technicians x \$79/technician	\$(395.00)	\$395.00	\$1,346.00			
Technical Services (Undergraduate Special Fees/Annual)							
moved from labor fees line item and \$711 for possible weekend day							
6560	150 sodas x \$.70/soda	\$(105.00)	\$105.00	\$105.00			
Event Food (Undergraduate Special Fees/Annual)							
6560	250 water bottles x \$.50/bottle	\$(125.00)	\$125.00	\$125.00			
Event Food (Undergraduate Special Fees/Annual)							
6560	250 lunch wraps for conference attendees x \$5/wrap	\$(1,250.00)	\$1,250.00	\$1,250.00			
Event Food (Undergraduate Special Fees/Annual)							
6560	200 snacks for conference attendees x \$2/snack	\$(400.00)	\$400.00	\$400.00			
Event Food (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
idk2ceo Business Conference		\$(10,612.60)	\$10,612.60	\$10,588.60			
Business conference							
Location:	Tresidder Union and other locations	Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7100	250 folders for conference attendees x \$1/folder	\$(250.00)	\$250.00	\$250.00			
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	10 tablecloths x \$5/tablecloth	\$(50.00)	\$50.00	\$50.00			
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	30 trash bags x \$1/trash bag	\$(30.00)	\$30.00	\$30.00			
General Office Expenses (Undergraduate Special Fees/Annual)							
7140	Event supplies costs (paper, copies, sign-in sheets, brochures)--essentially 1000 copies for \$.05/copy + 300 color brochures x \$.50/brochure	\$(200.00)	\$200.00	\$200.00			
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7200	Logo design services for \$100	\$(100.00)	\$100.00	\$100.00			
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7200	50 t-shirts for event logistics team x \$15/shirt	\$(750.00)	\$750.00	\$750.00			
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7200	80 take-away souvenir mugs for attendees x \$10/mug	\$(800.00)	\$800.00	\$400.00			
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7220	2 banners x \$100/banner	\$(200.00)	\$200.00	\$50.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	300 color flyers x \$1/flyer	\$(300.00)	\$300.00	\$100.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	500 black & white flyers X \$.05/flyer	\$(25.00)	\$25.00	\$40.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	500 postcards x \$.5/postcard	\$(250.00)	\$250.00	\$250.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	10 sound systems x \$40/sound system	\$(400.00)	\$400.00	\$400.00			
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	4 tables x \$10.65/day	\$(42.60)	\$42.60	\$42.60			
Equipment Rental (Undergraduate Special Fees/Annual)							
Mentor Mochas		\$(360.00)	\$360.00	\$360.00			
SWIB's mentor program is open to applicants throughout campus. While applicants must be members of SWIB, SWIB membership is open to all of campus, including men. These are dinner sessions with mentors from the graduate school of business to get help with understanding careers, business school, and applying for jobs. They happen three times a year, once every quarter: one in December, one in March, and one in May.							
Location:	Off- or on-campus restaurants, or WCC	Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	Dinner at \$6/person for 20 people for 3 events	\$(360.00)	\$360.00	\$360.00			
Event Food (Undergraduate Special Fees/Annual)							
Philanthropy		\$(630.00)	\$630.00	\$630.00			
SWIB philanthropic events are open to membership, but require RSVP. Membership is open to all of campus, including men. SWIB philanthropy events occur twice a quarter, once in October, December, February, March, April, and May.							
Location:	Off-campus shelters, orphanages, and hospitals	Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Philanthropy		\$(630.00)	\$630.00	\$630.00			
SWIB philanthropic events are open to membership, but require RSVP. Membership is open to all of campus, including men. SWIB philanthropy events occur twice a quarter, once in October, December, February, March, April, and May.							
Location:	Off-campus shelters, orphanages, and hospitals	Contact:		Lillian Tsay liitsay@stanford.edu 650-862-2445	Attendance:	15(total) UG: 15 Grad:	Staff: Other:
Url:		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7100	General Office Expenses (Undergraduate Special Fees/Annual)	At each event, there are tokens we give out; for instance, at the Halloween event, we give out bags and decorating supplies for orphans to go trick-or-treating. Calculated at 10 small gifts at \$5/each & paper and other supplies at \$30/event.	\$(480.00)	\$480.00	\$480.00		
7720	Gas (Undergraduate Special Fees/Annual)	6 4-car trips to San Jose, budgeted at 25 miles x \$.25/mile	\$(150.00)	\$150.00	\$150.00		
Power Panels		\$(2,095.00)	\$2,095.00	\$2,095.00			
These are sessions with 3-4 powerful businesswomen sharing their experiences on particular topic, such as how to climb the corporate ladder, how to manage a team of people, and how to succeed in particular careers. These occur five times a year as well, twice in both fall and winter and once in the spring. Approximate dates are: Oct 24, Nov 12, Feb 6, Mar 18, Apr 16							
Location:	Cypress North, or Old Union if available	Contact:		Ooshma Garg ogarg@stanford.edu 214-507-4673	Attendance:	75(total) UG: 75 Grad:	Staff: Other:
Url:		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	Labor Fees/Taxes (Undergraduate Special Fees/Annual)	Budgeted at \$60/event x 5 events	\$(300.00)	\$300.00	\$300.00		
6310	Honoraria Fees (Undergraduate Special Fees/Annual)	Speaker gift--\$20 gift for each of 3 speakers at all 5 panels	\$(300.00)	\$300.00	\$300.00		
6320	Technical Services (Undergraduate Special Fees/Annual)	1 tech person at \$65 for each of 5 events from E&LS	\$(325.00)	\$325.00	\$325.00		
6560	Event Food (Undergraduate Special Fees/Annual)	Snack for 50 people at 5 events at \$1.50/person	\$(375.00)	\$375.00	\$375.00		
7220	Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	300 black and white flyers at \$.05/flyer for 5 events	\$(75.00)	\$75.00	\$75.00		
7420	Equipment Rental (Undergraduate Special Fees/Annual)	Budget \$24/Sound 1 package and 1 package for each of 5 events all year	\$(120.00)	\$120.00	\$120.00		
7510	Facilities Rental (Undergraduate Special Fees/Annual)	Space rental in Cypress North for 5 events at \$120/rental	\$(600.00)	\$600.00	\$600.00		
Read to Lead		\$(900.00)	\$900.00	\$900.00			
Read to Lead is a set of small sessions that happen every two weeks for members to discuss books that teach leadership skills and career-oriented advice. These events are small, open to the first 20 people who sign up. This is open to members only; membership open to all of campus. There is one read to lead session (i.e., one book read, with several meetings) every quarter.							
Location:	Women's Community Center	Contact:		Leslie Georgatos lesliege@stanford.edu 214-289-8906	Attendance:	20(total) UG: 20 Grad:	Staff: Other:
Url:		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6500	Training Mat (Undergraduate Special Fees/Annual)	20 people's books at \$15/book, 3 times a year; books may be reused next year	\$(900.00)	\$900.00	\$900.00		
APPLICATION TOTALS		\$(24,280.90)	\$24,280.90	\$23,813.90			

ACCOUNT BALANCES

Account		Balance
2-8487-1-0-2800	ST WOMEN IN BUSINESS	\$1,133.11
2-8487-1-0-2830	ST WOMEN IN BUSINESS STANFORD FUND	\$406.00
2-8487-1-0-9010	ST WOMEN IN BUSINESS O/S PURCHASE ORDER	\$74.00
2-8487-2-5-6090	SWIB SPEC FEE LABOR FEES/TAXES	\$1,320.00
2-8487-2-5-6240	SWIB SPEC FEE CASUAL LABOR	\$126.00
2-8487-2-5-6310	SWIB SPEC FEE HONORARIA FEES	\$5,007.18
2-8487-2-5-6320	SWIB SPEC FEE TECHNICAL SERVICES	\$1,835.00
2-8487-2-5-6500	SWIB SPEC FEE TRAINING MAT	\$494.10
2-8487-2-5-6560	SWIB SPEC FEE EVENT FOOD	\$3,817.63
2-8487-2-5-7100	SWIB SPEC FEE GENERAL OFFICE EXP	\$1,115.03
2-8487-2-5-7140	SWIB SPEC FEE COPIES (NOT MKTG)	\$233.66
2-8487-2-5-7200	SWIB SPEC FEE GEN MKTG EXP	\$807.04
2-8487-2-5-7220	SWIB SPEC FEE MKTG COPIES/PRINT EXP	\$1,372.15
2-8487-2-5-7420	SWIB SPEC FEE EQUIP RENTAL	\$1,220.90
2-8487-2-5-7510	SWIB SPEC FEE FACILITIES RENTAL	\$1,026.00
2-8487-2-5-7720	SWIB SPEC FEE GAS	\$140.00