

Status: **Recommended with Modifications**

Financial Officer: Nehel Khanani

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(25,564.00)	\$18,700.00	\$14,014.00			
Undergraduate Special Fees		\$18,700.00	\$14,014.00			
7140 - Copies (Not Marketing)	\$(1,000.00)	\$1,000.00	\$1,000.00			
7220 - Marketing Copies / Print Expenses	\$(300.00)	\$300.00	\$300.00			
7410 - Equipment Purchase (Non-Cap)	\$(2,000.00)	\$2,000.00	\$2,000.00			
6110 - Officer Salary	\$(2,400.00)	\$2,400.00	\$0.00			
6310 - Honoraria Fees	\$(12,000.00)	\$12,000.00	\$10,714.00			
6510 - Regular Meeting Food	\$(1,000.00)	\$1,000.00	\$0.00			
[All Expense Total]	\$(25,564.00)					

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 Special Fees in the past 3 years and received funding.

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

We are not requesting an increase.

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

Student Initiated Courses, an ASSU Service allows students the opportunity to teach their peers about subjects they find interesting and relevant. Classes are usually taught seminar-style, to allow for intimate interaction and an enhanced learning environment. The program also offers student instructors close faculty-student interaction and experience in designing a syllabi and instruction. Through academic diversity, student initiative, and the opportunity for student groups to use SIC as a means of educating others about their work, Student Initiated Courses gives the Stanford community a unique and important facet of education.

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

Our largest line item request is for Honoraria Fees (\$12,000). Because the courses are taught and led by students, having guest lecturers, experts, and professionals visit the classes can be a great enhancement to the courses. With 50 classes per year, our budget request allows for an average of \$240 per class for guests. Our second largest line item request is for Officer Salaries (\$2,400). SIC has two coordinators, so the \$2,400 pays \$400 per quarter to each coordinator. Organizing the SIC program requires a lot of time and energy and is a pressing job throughout the entire year. The coordinators are in charge of organizing all aspects of the program including the application process, training sessions, meetings with a faculty panel, finances, and more. Our third largest line item is for Equipment (\$2,000). Equipment varies from musical instruments, cooking gear, archery equipment. With 50 classes, our budget requests allows for an average of \$40 per class.

What is the average attendance at your events?

With about 50 courses per year and an average of 20 students per class, Student Initiated Courses involves about 1,000 students.

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

Regular e-flyers and a website.

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

Special Fees is our only source of funding and we have no other bank accounts other than our account with Capgroup. We have \$22,396.27 in our reserves.

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

This year about 50 Student Initiated Courses will be held. Courses run throughout the entire year (changing each quarter). Courses are offered in a wide range of academic areas and are open to the Stanford community.

Why are you requesting Special Fees?

Student Initiated Courses is a great program that allows students to design and participate in courses that are under-explored at Stanford. Because our courses are open to the entire Stanford community and because our budget is rather large we believe that Special Fees is the best source of funding for our program.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Coordinator Needs		\$(2,400.00)	\$2,400.00	\$0.00			
Over the course of the year, the two SIC coordinators host informational meetings for future class instructors, host Advisory Committee meetings, advertise SIC to the student body, and paid for their work.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110		\$(2,400.00)	\$2,400.00	\$0.00			
Officer Salary (Undergraduate Special Fees/Annual)	Each year the two SIC coordinators put a lot of time into organizing program. They are responsible for all aspects of the program including setting up the application process, organizing the faculty panel to discuss the potential applications, maintaining the website, planning instructor training sessions, reimbursing the instructors, and more. Thus we propose an officer salary of \$400.00 per quarter per coordinator.	This will be funded from the reserves					
Copies (Not Marketing)		\$(1,000.00)	\$1,000.00	\$1,000.00			
SIC instructors need to make copies of their syllabuses and academic readings for their classes.							
Location:	Stanford	Contact:		Attendance:			
Url:					1050(total)		
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7140		\$(1,000.00)	\$1,000.00	\$1,000.00			
Copies (Not Marketing) (Undergraduate Special Fees/Annual)	SIC instructors need to make copies of their syllabuses and academic readings for their classes.						
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Equipment Purchase		\$(2,000.00)	\$2,000.00	\$2,000.00			
SIC instructors need to purchase equipment for their classes.							
Location:	Stanford	Contact:		Attendance:			
Url:					1050(total)		
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7410		\$(2,000.00)	\$2,000.00	\$2,000.00			
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)	SIC instructors need to purchase equipment for their classes.						
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
General Marketing Expenses		\$(300.00)	\$300.00	\$300.00			
Each quarter SIC needs to advertise when potential instructors may apply and the courses offered for each quarter.							
Location:	Stanford	Contact:		Attendance:			
Url:					1050(total)		
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220		\$(300.00)	\$300.00	\$300.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	Every quarter SIC needs to advertise when the application is available for instructors and what courses will be offered during the particular quarter.						
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Honoraria Fees		\$(12,000.00)	\$12,000.00	\$10,714.00			
Honoraria Fees allow experts to visit the SIC classes as guest lecturers and really enhance the particular class.							
Location:	Stanford	Contact:		Attendance:			
Url:					1050(total)		
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6310		\$(12,000.00)	\$12,000.00	\$10,714.00			
Honoraria Fees (Undergraduate Special Fees/Annual)	Honoraria Fees allow experts to visit the SIC classes as guest lecturers and really enhance the particular class.	\$1286 of this line item will be paid out of reserves					
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Regular Meeting Food		\$(1,000.00)	\$1,000.00	\$0.00			
Every quarter the SIC faculty panel meets to discuss the SIC's for the upcoming quarter and because it is usually during or near a meal time, having food is a nice service for those volunteering their time. In addition SIC teachers must attend 3 noon time training sessions at which light snacks help the students concentrate. Finally, some SIC classes study a particular culture or food, where eating and experiencing the food helps enhance the class.							
Location:	Stanford	Contact:		Attendance:			
Url:					1050(total)		
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Regular Meeting Food		\$(1,000.00)	\$1,000.00	\$0.00			
<p>Every quarter the SIC faculty panel meets to discuss the SIC's for the upcoming quarter and because it is usually during or near a meal time, having food is a nice service for those volunteering their time. In addition SIC teachers must attend 3 noon time training sessions at which light snacks help the students concentrate. Finally, some SIC classes study a particular culture or food, where eating and experiencing the food helps enhance the class.</p>							
Location:	Stanford	Contact:		Attendance:		1050(total)	
Url:						UG: 900	Staff: 50
						Grad: 100	Other:
6510	<i>Every quarter the SIC faculty panel meets to discuss the SIC's for the upcoming quarter and because it is usually during or near a meal time, having food is a nice service for those volunteering their time. In addition SIC teachers must attend 3 noon time training sessions at which light snacks help the students concentrate. Finally, some SIC classes study a particular culture or food, where eating and experiencing the food helps enhance the class.</i>	\$(1,000.00)	\$1,000.00	\$0.00			
Regular Meeting Food (Undergraduate Special Fees/Annual)		Will be paid out of reserves					
APPLICATION TOTALS		\$(18,700.00)	\$18,700.00	\$14,014.00			

ACCOUNT BALANCES

Account		Balance
2-8160-1-0-2800	STUDENT INITIATED COURSES	\$3,436.25
2-8160-2-5-6110	SIC SPEC FEE OFFICER SALARY	\$2,400.00
2-8160-2-5-6310	SIC SPEC FEE HONORARIA FEES	\$8,227.00
2-8160-2-5-6510	SIC SPEC FEE MEETING FOOD	\$961.30
2-8160-2-5-7010	SIC SPEC FEE DISC EXP	\$297.04
2-8160-2-5-7140	SIC SPEC FEE COPIES (NOT MKTG)	\$978.43
2-8160-2-5-7200	SIC SPEC FEE GEN MKTG EXP	\$300.00
2-8160-2-5-7410	SIC SPEC FEE EQUIP (NON-CAP)	\$1,818.80
2-8160-2-5-7720	SIC SPEC FEE GAS	\$143.15
2-8160-9-0-2820	STUDENT INITIATED COURSES RESERVE	\$22,396.27