

Status: **Recommended with Modifications**

Financial Officer: Sylvie Rousseau

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(23,290.00)	\$23,090.00	\$17,319.00			
Undergraduate Special Fees		\$23,090.00	\$17,319.00			
6110 - Officer Salary	\$(6,000.00)	\$6,000.00	\$6,000.00			
6320 - Technical Services	\$(75.00)	\$75.00	\$75.00			
7710 - Travel Fares	\$(10,300.00)	\$10,300.00	\$4,700.00			
7740 - Accomodations	\$(5,100.00)	\$5,100.00	\$5,100.00			
7120 - Phone	\$(240.00)	\$240.00	\$240.00			
7140 - Copies (Not Marketing)	\$(55.00)	\$55.00	\$55.00			
7220 - Marketing Copies / Print Expenses	\$(40.00)	\$40.00	\$40.00			
6500 - Training Mat	\$(350.00)	\$350.00	\$200.00			
6510 - Regular Meeting Food	\$(810.00)	\$810.00	\$810.00			
6560 - Event Food	\$(120.00)	\$120.00	\$99.00			
[All Expense Total]	\$(23,290.00)					

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 in the past, and we have been approved by the requisite portion of the student body, in the memory of the current members

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

There is a (-)\$505 change from last year to this year. We were able to critically review our budget to determine where less money was needed.

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

We are a community service organization that primarily serves the Undergraduate Community at Stanford by bringing our experience of service abroad back to campus with us in the form of open dialogues, formalized panels and presentations, and art exhibits. We open our application to all Special Fees Undergraduates, and although we cannot offer participation in the program to every applicant, the key aspect of service to the greater community lies in the educational value of the messages we bring.

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

- a. The largest line item requests in our budget are Travel Fares (10,300), Officer Salary (\$6,000), and Accommodations (\$5,100).
- b. Travel Fares is exceptionally large because in order to get to Quito, where our operation takes place, we must fly eleven people, and this airfare is expensive. A quick search on a budget airfare search engine shows that fares range from \$850-\$1,100, depending on originating airport of our volunteers. We must also include in this sum travel to work and to mandatory group meetings while in Quito.
- c. Officer Salary of \$6,000 is a salary paid to two Trip Leaders, or volunteers past who take on the challenge of leading the new recruits into Ecuador and organizing their activities, teamwork, safety, and relations with partner organizations for two months.
- d. Accommodations covers the costs of bargain hostels during the Spring Retreat, the On-Site (in Quito) Orientation and Debriefing. The largest portion of the line item, however, pays the cost of staying with Ecuadorian families and sharing meals with them. It should be noted that we have made great efforts to partner with a Quito non-profit to acquire housing within the shelters where we work, but due to limited space, we have chosen host families as an economical housing option for half of our group.

What is the average attendance at your events?

We have 11 students attending a two-month long summer volunteer event, as well as weekly meetings, and an additional 11 during our Spring Quarter training course. Informational recruitment events draw about twenty students. Informational events such as our photo displays are open to the public and in public areas, and depending on the number of people who pass by, my best estimate is that 500-1,000 students, faculty and staff, and visitors have the opportunity to view and read about our work and the situation of the child laborers. Our next exhibition will be in Old Union in a few weeks.

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

We plan to use mainly email lists, paper fliers and posters, and word of mouth to publicize our events to the Stanford community. Our events are not the sort that generally require pre-registration, because we are able to use the Haas Center space for most of our informational sessions. Our upcoming photo exhibit, however, is being approved through the appropriate channels in Old Union.

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.

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Please list all: 1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special

- 1) Assets = \$19,375.67
- 2) Reserves = \$633.40
- 3) Non-ASSU bank accounts: none
- 4) Other Sources of Funding: Department of Human Biology (\$00.00), Department of Latin American Studies, sales of handicrafts (\$00.00)

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

We organize information sessions about the iniquities of child laborers in Ecuador. We put together photographic displays, along with captions for the public to view and see what we see when we go to Ecuador. We also do a substantial amount of informational recruitment events, including at service fairs such as the Human Biology Internship fair, held each Spring Quarter.

Why are you requesting Special Fees?

We have many large-ticket expenses, such as lodging and board for an entire summer, as well as a subsidy to help our members buy airfare to and from South America. We also fundraise through departments and with grants, but this has not been enough in the past to cover the expense of the entire trip. Our non-profit partners in Ecuador also help with lodging and food.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
EVENT #1 – Volunteer Recruitment		\$(40.00)	\$40.00	\$40.00			
Flyers are put up to publicize for a series of meetings on campus to attract new volunteers. At this meeting, pictures and a video from the children's shelter are shown to potential applicants, and last year's volunteers share their experiences.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	volunteer recruitment advertising, flyer paper and printing (150 color flyers, 15 posters)	\$(30.00)	\$30.00	\$30.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	informative slide show, fall quarter	\$(10.00)	\$10.00	\$10.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
use of projector.....should be equipment rental							
EVENT #10 – On-site Volunteer Orientation in Quito		\$(565.00)	\$565.00	\$565.00			
The entire VILA group will spend three days in downtown Quito becoming acquainted with the city and its customs. This includes tours of the city and visits to the shelter where volunteers will be working.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6510	food stipend for on-site volunteer orientation, \$15 x 11 volunteers	\$(165.00)	\$165.00	\$165.00			
Regular Meeting Food (Undergraduate Special Fees/Annual)							
7740	hostel rooms for on-site volunteer orientation in Quito	\$(400.00)	\$400.00	\$400.00			
Accommodations (Undergraduate Special Fees/Annual)							
Event #11- Daily Living Expenses in Quito		\$(5,395.00)	\$5,395.00	\$5,395.00			
All volunteers will live in the shelter, La Casa de la Niñez, for one month and live with a host family for one month. Lunch will be eaten at the shelter with the kids, while breakfast and dinner will be prepared and eaten independently or with host families.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6320	internet, \$5 x 9 volunteers	\$(45.00)	\$45.00	\$45.00			
Technical Services (Undergraduate Special Fees/Annual)							
internet cafes							
6320	internet, \$15 x 2 trip leaders	\$(30.00)	\$30.00	\$30.00			
Technical Services (Undergraduate Special Fees/Annual)							
6510	food stipend for shelters, \$40 x 8 weeks	\$(320.00)	\$320.00	\$320.00			
Regular Meeting Food (Undergraduate Special Fees/Annual)							
6510	food stipend for trip leaders, \$80 x 2 trip leaders	\$(160.00)	\$160.00	\$160.00			
Regular Meeting Food (Undergraduate Special Fees/Annual)							
7120	phone cards	\$(140.00)	\$140.00	\$140.00			
Phone (Undergraduate Special Fees/Annual)							
7120	phone purchases, \$50 x 2 trip leaders	\$(100.00)	\$100.00	\$100.00			
Phone (Undergraduate Special Fees/Annual)							
7710	daily travel to work via Quito public transport	\$(200.00)	\$200.00	\$200.00			
Travel Fares (Undergraduate Special Fees/Annual)							
7740	host family remuneration (includes breakfast and dinner for volunteers)	\$(3,600.00)	\$3,600.00	\$3,600.00			
Accommodations (Undergraduate Special Fees/Annual)							
7740	trip leader housing stipend	\$(800.00)	\$800.00	\$800.00			
Accommodations (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
EVENT #13 - Supervisor Stipend		\$(6,000.00)	\$6,000.00	\$6,000.00			
In order to entice qualified, reliable, and dedicated supervisors we are offering a \$2500/supervisor stipend to compensate for any money supervisors could have made by receiving a fellowship or working at home. It is fundamental to VILA, especially with the additional volunteers and multiple placements this year, to have fully dedicated and hard-working supervisors, so this stipend is an absolutely necessary expense.							
Location:	Contact:				Attendance:		
Url:							
6110	<i>two supervisors, \$3000 stipend each</i>	\$(6,000.00)	\$6,000.00	\$6,000.00			
Officer Salary (Undergraduate Special Fees/Annual)							
EVENT #16 - Weekly dinners		\$(100.00)	\$100.00	\$100.00			
Volunteers and supervisors meet over a weekly dinner to discuss the week's events, give feedback, and express concerns about their work. This is conducted away from the shelter at a local restaurant in Quito to give the volunteers a mental break from their work.							
Location:	Contact:				Attendance:		
Url:							
7710	<i>travel stipend to an from weekly group dinners</i>	\$(100.00)	\$100.00	\$100.00			
Travel Fares (Undergraduate Special Fees/Annual)							
EVENT #2 - Volunteer Introductory Retreat		\$(350.00)	\$350.00	\$200.00			
Retreat starting early Saturday morning and ending Sunday afternoon that will introduce all volunteers to one another, launch off the Spring 2006 training session, and introduce the issues volunteers will face over the summer.							
Location:	Contact:				Attendance:		
Url:							
6500	<i>gas stipend</i>	\$(50.00)	\$50.00	\$50.00			
Training Mat (Undergraduate Special Fees/Annual)							
6500	<i>lodging and food</i>	\$(300.00)	\$300.00	\$150.00			
Training Mat (Undergraduate Special Fees/Annual)							
EVENT #3 - Prefield Training: Spring Quarter		\$(55.00)	\$55.00	\$55.00			
Weekly meetings are held in Spring quarter to train and prepare students for the summer volunteer experience.							
Location:	Contact:				Attendance:		
Url:							
7140	<i>copies for Spring Quarter training course</i>	\$(55.00)	\$55.00	\$55.00			
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
EVENT #7 - Debriefing meeting, fall quarter 2007		\$(465.00)	\$465.00	\$465.00			
Upon arrival back to campus, volunteers will meet to discuss their experiences, fill out evaluation forms, and help plan for the upcoming year.							
Location:	Contact:				Attendance:		
Url:							
6510	<i>food stipend for debriefing, \$15 x 11 volunteers</i>	\$(165.00)	\$165.00	\$165.00			
Regular Meeting Food (Undergraduate Special Fees/Annual)							
7740	<i>hostel rooms for debriefing outside Quito, ~\$27 x 11 volunteers</i>	\$(300.00)	\$300.00	\$300.00			
Accomodations (Undergraduate Special Fees/Annual)							
EVENT #9 - Travel to Ecuador		\$(10,000.00)	\$10,000.00	\$4,400.00			
10 volunteers and 2 supervisors will fly to Ecuador from their hometown airports in late June, and will return at the end of August.							
Location:	Contact:				Attendance:		
Url:							
7710	<i>roundtrip airfare to Quito, Ecuador</i>	\$(10,000.00)	\$10,000.00	\$4,400.00			
Travel Fares (Undergraduate Special Fees/Annual)							
Final Dinner in Quito		\$(120.00)	\$120.00	\$99.00			
Dinner the last week of volunteer work to celebrate.							
Location:	Contact:				Attendance:	11(total)	
Url:						UG: 11	Staff: 0
						Grad: 0	Other: 0
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

retreat cap

not on campus, still in Quito

75%

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Final Dinner in Quito	\$(120.00)	\$120.00	\$99.00			
Dinner the last week of volunteer work to celebrate.						
Location:	Contact:		Attendance:			
Uri:					11(total)	
					UG: 11	Staff: 0
					Grad: 0	Other: 0
6560	final dinner in Quito	\$(120.00)	\$120.00	\$99.00		
Event Food						
(Undergraduate Special						
Fees/Annual)						
APPLICATION TOTALS	\$(23,090.00)	\$23,090.00	\$17,319.00			

ACCOUNT BALANCES

Account		Balance
1-8838-0-0-1700	VOLUNTEERS IN LATIN AMER LOAN ACCT (VILA)	\$0.00
2-8838-1-0-2800	VOLUNTEERS IN LATIN AMERICA	\$17,546.50
2-8838-1-0-2830	VOLUNTEERS IN LATIN AMERICA STANFORD FUND	\$365.87
2-8838-2-5-6500	VILA SPEC FEE TRAINING MAT	\$232.90
2-8838-2-5-7140	VILA SPEC FEE COPIES (NOT MKTG)	\$55.00
2-8838-2-5-7220	VILA SPEC FEE MKTG COPIES/PRINT EXP	\$40.00
2-8838-2-5-7710	VILA SPEC FEE TRAVEL FARES	\$502.00
2-8838-9-0-2820	VOLUNTEERS IN LATIN AMER RESERVE	\$633.40