Status: Recommended with Modifications

Financial Officer: Jennie Little

APPLICATION SUMMARY							
Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected	
APPLICATION TOTALS	\$(118,271.22)	\$118,271.22	\$99,586.22	\$99,586.22			
Joint Special Fees		\$118,271.22	\$99,586.22	\$99,586.22			
6090 - Labor Fees/Taxes	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00			
6110 - Officer Salary	\$(30,030.00)	\$30,030.00	\$30,030.00	\$30,030.00			
6410 - Health Insurance	\$(600.00)	\$600.00	\$600.00	\$600.00			
6510 - Regular Meeting Food	\$(450.00)	\$450.00	\$0.00	\$0.00			
7120 - Phone	\$(1,041.22)	\$1,041.22	\$1,041.22	\$1,041.22			
7130 - Postage/Courier	\$(50.00)	\$50.00	\$50.00	\$50.00			
7140 - Copies (Not Marketing)	\$(200.00)	\$200.00	\$150.00	\$150.00			
7150 - Office Supplies	\$(200.00)	\$200.00	\$150.00	\$150.00			
7180 - Educational Literature	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00			
7200 - General Marketing Expenses	\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00			
7710 - Travel Fares	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00			
7870 - Legal Fees	\$(67,000.00)	\$67,000.00	\$49,515.00	\$49,515.00			
7900 - Overhead Expenses	\$(9,900.00)	\$9,900.00	\$9,250.00	\$9,250.00			
[All Expense Total]	\$(118,271.22)						

QUESTIONS & ANSWERS

Briefly, why are you applying Joint instead of as Undergraduate or Graduate only?

We serve both undergraduate and graduate students.

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

Freshman Orientation; Student Directory; Unofficial Guide; Grad Events Bulletin; ASSU website; Resident Deans & Deans; Assistants; Community Assistants; Campus Police; Facebook Page

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.

Not applicable.

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

The LCO provides legal advice to all registered Stanford students and their spouses and domestic partners. The LCO is staffed by attorneys from McManis Faulkner, a San Jose firm of 20 trial lawyers with a wide range of experience, including business, intellectual property, consumer, personal injury, criminal, and family law cases and matters. The attorneys are on campus on Tuesday and Thursday afternoons to meet with students. The office coordinator is in the office on Mondays, Tuesdays and Thursdays to schedule appointments. The service is provided without charge. (Students that request a refund of the current assessment for the LCO are not eligible for the services of the LCO).

Please provide four contacts for your group (two undergraduate, two graduate).

These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.

David Gobaud - ASSU President - Policy Board Member - president@assu.stanford.edu

Anton Zeitsman - ASSU Undergraduate Senate Representative - Policy Board Member - zeitsman@stanford.edu

Kevin Mills - Law Association Student Representative - Policy Board Member - kimills@stanford.edu

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

Not applicable.

What percentage of your beneficiaries are (explain basis or how this was determined) graduates and undergraduates?

34% Undergraduates

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

Yes, we have been approved as submitted.

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

2.05% increase due to cost of living increases. We have scrutinized the accounts to reflect real expenses and to keep increases down.

List separately your group's plan and budget for reaching each target audience for Graduate Students- 1) On-campus, 2) Off-campus, and Undergraduate Students.

Not applicable.

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

Reserve Account 2-5050-9-0-2820 \$68,008.19

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

7870 - Legal Fees

7900 - Overhead Expenses

6110 - Salaries

Similar to any business, the largest expenses are for staffing and facilities.

What is the average attendance at your events?

Not applicable.

Why are you requesting Special Fees?

The ASSU LCO exists solely because the students have chosen to retain this service by funding us every year for over 35 years. We believe that we are a valuable resource to the students at a reasonable cost. Everything we do here is meant to benefit Stanford students by helping them to properly address issues that frequently carry significant consequences for them here at Stanford and as they leave Stanford to pursue their life goals.

		BUDGET DETA	AIL				
		Budgeted	Requested	Recommend	Approved	Petitioned	Electe
General Operating Ex	penses ne and expenses associated with running the office a	\$(116,571.22) at Stanford	\$116,5/1.22	\$9 <i>7,</i> 886.22	<i>\$97,886.22</i>		
Location:	the drid expenses associated with running the office t	Contact:			Attendance:		
Url:		Contact:			Attenuance:		
		Budgeted	Requested	Recommend	Approved	Petitioned	Electe
6090 Labor Fees/Taxes (Joint Special Fees/Annual)	Monies to pay the legally required taxes associated with payroll.	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00		
6110 Officer Salary (Joint Special Fees/Annual)	Salary for the financial officer and the office coordinator.	\$(30,030.00)	\$30,030.00	\$30,030.00	\$30,030.00		
6410 Health Insurance (Joint Special Fees/Annual)	Monies to cover dental insurance for the office coordinator.	\$(600.00)	\$600.00	\$600.00	\$600.00		
6510 Regular Meeting Food (Joint Special Fees/Annual)	This covers the food for the Policy Board Meetings.	\$(450.00)	\$450.00	\$0.00	\$0.00		
7120 Phone (Joint Special Fees/Annual)	Phone service to the office.	\$(1,041.22)	\$1,041.22	\$1,041.22	\$1,041.22		
7130 Postage/Courier (Joint Special Fees/Annual)	Small amount allocated in case we have to mail/ship something.	\$(50.00)	\$50.00	\$50.00	\$50.00		
7140 Copies (Not Marketing) (Joint Special Fees/Annual)	Miscellaneous copying for the office and attorneys.	\$(200.00)	\$200.00	\$150.00	\$150.00		
7150 Office Supplies (Joint Special Fees/Annual)	Consumables like printer ink, pens and paper, file folders.	\$(200.00)	\$200.00	\$150.00	\$150.00		
7180 Educational Literature (Joint Special Fees/Annual)	This allows us to keep the California codes and legal reference books up to date for the students	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
7710 Travel Fares	and attorneys to use. Parking permits for the lawyers.	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
(Joint Special Fees/Annual). 7870 Legal Fees (Joint Special Fees/Annual)	This is what we are charged by the law firm to have attorneys on site two afternoons a week during the academic year and one afternoon a week during the summer. The attorneys take calls from students during periods the office is closed and for emergencies.	\$(67,000.00)	\$67,000.00	\$49,515.00	\$49,515.00		
7900 Overhead Expenses (Joint Special Fees/Annual)	This covers heat, insurance, and all other charges to the ASSU for the office space.	\$(9,900.00)	\$9,900.00	\$9,250.00	\$9,250.00		
Marketing		\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		
•	o advertising in the UG and Stanford Directory, prin	-	ibute, and magr	nets for Freshma			
Location: Url:		Contact:			Attendance:		
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7200 General Marketing Expenses (Joint Special Fees/Annual)	Ads, printing of brochures, magnets.	\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		

APPLICATION TOTALS

\$(118,271.22) \$118,271.22 \$99,586.22 \$99,586.22

ACCOUNT BALANCES				
Account		Balance		
2-5050-1-0-2800	LEGAL COUNSELING	\$12.98		
2-5050-2-5-6090	LEGAL SPEC FEE LABOR FEES/TAXES	\$2,025.69		
2-5050-2-5-6091	LEGAL SPEC FEE WORKERS COMP EXPENSE	-\$35.16		
2-5050-2-5-6110	LEGAL SPEC FEE OFFICER SALARY	-\$2,053.47		
2-5050-2-5-6410	LEGAL SPEC FEE HEALTH INSURANCE	\$120.60		
2-5050-2-5-6510	LEGAL SPEC FEE MEETING FOOD	\$356.95		
2-5050-2-5-7120	LEGAL SPEC FEE PHONE	\$905.58		
2-5050-2-5-7130	LEGAL SPEC FEE POSTAGE/COURIER	\$48.68		
2-5050-2-5-7140	LEGAL SPEC FEE COPIES (NOT MKTG)	\$117.92		
2-5050-2-5-7150	LEGAL SPEC FEE OFFICE SUPPLIES	\$1.08		
2-5050-2-5-7180	LEGAL SPEC FEE ED LITERATURE	\$414.35		
2-5050-2-5-7200	LEGAL SPEC FEE GEN MKTG EXP	\$961.44		
2-5050-2-5-7410	LEGAL SPEC FEE EQUIP (NON-CAP)	-\$31.02		
2-5050-2-5-7710	LEGAL SPEC FEE TRAVEL FARES	\$148.00		
2-5050-2-5-7870	LEGAL SPEC FEE LEGAL FEES	\$23,000.00		
2-5050-2-5-7900	LEGAL SPEC FEE OVERHEAD EXP	\$13.16		
2-5050-9-0-2820	LEGAL RESERVE	\$68,008.19		