

Status:

Financial Officer: Elicia Blackford

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(18,165.00)	\$18,165.00				
Undergraduate Special Fees		\$18,165.00				
6110 - Officer Salary	\$(2,000.00)	\$2,000.00				
6210 - Regular Staff	\$(1,250.00)	\$1,250.00				
6510 - Regular Meeting Food	\$0.00	\$0.00				
7010 - Discretionary Expenses	\$(8,500.00)	\$8,500.00				
7060 - Programming Expenses	\$(5,865.00)	\$5,865.00				
7150 - Office Supplies	\$0.00	\$0.00				
7180 - Educational Literature	\$0.00	\$0.00				
7200 - General Marketing Expenses	\$(550.00)	\$550.00				
7820 - Registration Expense	\$0.00	\$0.00				
[All Expense Total]	\$(18,165.00)					

QUESTIONS & ANSWERS

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

No.

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

Did not apply last year.

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

The SSD provides wellness events, opportunities for community service, and other services designed to make being a Stanford student easier and more enjoyable.

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

The largest line item on the budget is for the ASSU Airport Shuttle Service. The shuttle needs this money in order to book the charter buses, and then much of the money is made back in ticket sales. The Shuttle Service can then use the money they make back to lower ticket costs in the future, and keep funds as a reserve so that requests in future years can be smaller.

The next largest line item is for the Green Store Product Inventory and Expansion, because the Green Store needs an initial reserve of funds to order their inventories. Almost all of the money that Green Store spends on products gets made back in sales (after the Green Store cuts costs for students to keep their prices competitive), so after this year, this line item will be greatly reduced as well. The Green store also needs to have some amount of reserves in order to add new items to their offerings so that they can continue to offer convenient, sustainable products to the Stanford community.

The next line item is Tutoring for Community's fingerprinting fees. As the organization consists of student volunteers working with children, it is California State Law that all volunteers be fingerprinted. Without this funding, Tutoring for Community would have to ask volunteers to pay for their fingerprinting out of pocket, greatly inhibiting recruitment and retention.

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

Each of the programs under the SSD have their own individual publicity plan, as they have different publicizing needs (for example, Tutoring for Community may publicize to recruit volunteers each quarter, while the Shuttle Service only needs to publicize its services twice a year). Much of what the SSD provides are services rather than traditional events, but events put on by the Wellness Room and any other program will be registered with Events at Stanford.

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.

Green Store - 5262, Susie Choi (susiec@stanford.edu)

Wellness Room - 5264, Debanti Sengupta (debanti@stanford.edu)

Airport Shuttle - 5263, Elicia Blackford (eliciab@stanford.edu)

Tutoring For Community - 5261, Adrienne Pon

(adriepon@stanford.edu)

Tech Consulting - new next year, David Gobaud

(gobaudd@stanford.edu)

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

1. Green Store product inventory, Wellness Room supplies, Tutoring for Community teaching materials.

2. None.

3. None.

4. None.

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

The Student Service Division offers student events, as well as service opportunities and other student services.

Technology Consulting Services will provide a variety of tech services to the Stanford community. The Tech Director will maintain ASSU websites such as the Student Events Calendar, Book Exchange, and the Old Union Room Reservation system. The Director will also seek student input and create new technology services throughout the year. The Technology Consulting Services group will also work with students and VSOs to address their tech needs. Tech consultants will organize workshops on creating a website and using University tech resources, and they will also hold office hours for students and VSOs.

The Wellness room provides extensive events and workshops surrounding mental and physical wellness for students both inside the Wellness Room and across campus in conjunction with other student groups. The Wellness Room (Old Union 120) is also a space for students to use for relaxation purposes, studying, and programming.

Tutoring for Community pairs Stanford students with children of University staff members as tutors and mentors. Stanford students meet one-on-one with their student weekly to help them with their homework and academics in general. This program is helping students gain volunteer experience, experience in education, and giving them the opportunity to give back to a community that does so much for us.

The Green Store offers students the unique opportunity to purchase sustainable, earth-friendly products that cost no more than their more wasteful counterparts, with free delivery right to their door. The Green Store also strives to promote conservation awareness to all Stanford students.

The ASSU Airport Shuttle Service offers a low cost, convenient transportation option to students at the end of Fall and Spring quarters. The shuttle is designed to make getting to the airport easy and cost effective for students so that they can focus on their finals without the stress of worrying about transportation.

Why are you requesting Special Fees?

The Student Service Division was created by the ASSU Executive in the Spring of 2009, and it received funding for one year from the Undergraduate Senate, with the understanding that SSD would move onto Special Fees the following year.

What is the average attendance at your events?

The Green Store sold over 20,000 cups so far in the 2009-2010 year, in addition to large sales of their other sustainable products.

The Wellness Room has served over 300 students through their programming both in the Wellness Room and across campus, as well as through use of the Wellness Room space.

The ASSU Airport shuttle provided airport transportation to over 850 students in its Fall 2009 run alone.

Tutoring for Community has over 30 tutors that work one-on-one with a student weekly throughout the year.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
ASSU Airport Shuttle Service		\$(9,100.00)	\$9,100.00				
Location:	Contact:				Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110	<i>Airport Shuttle Director Stipend</i>	\$(250.00)	\$250.00				
Officer Salary (Undergraduate Special Fees/Annual)							
7010	<i>Airport Shuttle Service</i>	\$(8,500.00)	\$8,500.00				
Discretionary Expenses (Undergraduate Special Fees/Annual)							
7200	<i>Airport Shuttle Marketing - Fliers and other publicity each quarter that the shuttle runs to promote ticket sales.</i>	\$(350.00)	\$350.00				
General Marketing Expenses (Undergraduate Special Fees/Annual)							
Green Store		\$(6,465.00)	\$6,465.00				
Location:	Contact:				Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110	<i>Green Store Director Stipend</i>	\$(500.00)	\$500.00				
Officer Salary (Undergraduate Special Fees/Annual)							
7060	<i>Green Store Delivery Materials - recycling bags, tape, Green Store stickers and pins.</i>	\$0.00	\$0.00				
Programming Expenses (Undergraduate Special Fees/Annual)							
7060	<i>Green Store Product Inventory & Expansion - purchasing cups, laundry detergent, power strips and other products</i>	\$(3,865.00)	\$3,865.00				
Programming Expenses (Undergraduate Special Fees/Annual)							
7060	<i>Green Store Cup Subsidies - to make cup prices competitive with red cups; discounts offered on bulk orders.</i>	\$(2,000.00)	\$2,000.00				
Programming Expenses (Undergraduate Special Fees/Annual)							
7200	<i>Green Store Marketing - White Plaza promotions, cup giveaways, dorm events, flyers, etc.</i>	\$(100.00)	\$100.00				
General Marketing Expenses (Undergraduate Special Fees/Annual)							
Student Services Division		\$(500.00)	\$500.00				
Location:	Contact:				Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110	<i>Student Services Division Executive Director Stipend</i>	\$(500.00)	\$500.00				
Officer Salary (Undergraduate Special Fees/Annual)							
7010	<i>Student Services Division New Project fund - will be used to invest in new student service projects throughout the year</i>	\$0.00	\$0.00				
Discretionary Expenses (Undergraduate Special Fees/Annual)							
Technology Consulting Services		\$(2,100.00)	\$2,100.00				
Location:	Contact:				Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110	<i>Technology Consulting Services Director Stipend</i>	\$(750.00)	\$750.00				
Officer Salary (Undergraduate Special Fees/Annual)							
6210	<i>Technology Consulting Services Tech Consultants: 5 consultants x \$250 each. Consultants will work with students and VSOs on tech needs such as website development.</i>	\$(1,250.00)	\$1,250.00				
Regular Staff (Undergraduate Special Fees/Annual)							
7200	<i>Technology Consulting Services Marketing - Fliers and other publicity for consulting services.</i>	\$(100.00)	\$100.00				
General Marketing Expenses (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Tutoring for Community		\$0.00	\$0.00				
Location:	Contact:				Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110 Officer Salary (Undergraduate Special Fees/Annual)	<i>Tutoring For Community Director Stipend</i>	\$0.00	\$0.00				
6510 Regular Meeting Food (Undergraduate Special Fees/Annual)	<i>Tutoring for Community Snacks for the student tutees: 1 \$30 fruit platter x 30 weekly tutoring sessions per year</i>	\$0.00	\$0.00				
7150 Office Supplies (Undergraduate Special Fees/Annual)	<i>Tutoring for Community Teaching Supplies, many supplies are being reused from this year.</i>	\$0.00	\$0.00				
7180 Educational Literature (Undergraduate Special Fees/Annual)	<i>Tutoring for Community: Workbooks, study guides, and other materials. Increase from last year's budget of \$550 due to program growth</i>	\$0.00	\$0.00				
7200 General Marketing Expenses (Undergraduate Special Fees/Annual)	<i>Tutoring for Community Marketing - quarterly recruitment fliers and information to University staff about enrolling their children.</i>	\$0.00	\$0.00				
7820 Registration Expense (Undergraduate Special Fees/Annual)	<i>Tutoring for Community: Required fingerprinting - \$20 per tutor x 100 tutors. Expected to have 50-60 tutors/qtr, but some will leave and others will start throughout the year.</i>	\$0.00	\$0.00				
Wellness Room		\$0.00	\$0.00				
Location:	Contact:				Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6110 Officer Salary (Undergraduate Special Fees/Annual)	<i>Wellness Room Director Stipend</i>	\$0.00	\$0.00				
6210 Regular Staff (Undergraduate Special Fees/Annual)	<i>Wellness Room Staffing - 4 coordinators x \$250 each</i>	\$0.00	\$0.00				
7010 Discretionary Expenses (Undergraduate Special Fees/Annual)	<i>Wellness Room Programming: 8 YES+ programs and snacks x \$100, 2 talks w/ reception x \$125, 4 tai chi workshops x \$80, 3 massage workshops x \$80, snacks (\$80)</i>	\$0.00	\$0.00				
7010 Discretionary Expenses (Undergraduate Special Fees/Annual)	<i>Wellness Room Parties - approximately one per quarter with 4 massage therapists (\$320) and organic snacks and juice bar (\$200).</i>	\$0.00	\$0.00				
7060 Programming Expenses (Undergraduate Special Fees/Annual)	<i>Wellness Room Equipment: Improvement, replacement and upkeep of Wellness Room equipment and supplies</i>	\$0.00	\$0.00				
7200 General Marketing Expenses (Undergraduate Special Fees/Annual)	<i>Wellness Room Marketing - Fliers for specific events and workshops, as well as promotion of the Wellness Room space.</i>	\$0.00	\$0.00				
APPLICATION TOTALS		\$(18,165.00)	\$18,165.00				

ACCOUNT BALANCES

Account		Balance
2-5260-0-0-6130	ASSU STUDENT SVCS DIV MGT SALARY	\$2,400.00
2-5260-1-0-2800	ASSU STUDENT SVC DIVISION MGMT	\$0.00
2-5260-7-5-7010	ASSU SSD/MANAGEMENT DISC EXP	\$2,000.00