

Status: **Recommended with Modifications**

Financial Officer: Alejandro Virrueta

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(22,902.92)</b>	<b>\$15,950.00</b>	<b>\$12,840.00</b>	<b>\$12,840.00</b>		
<b>Modification</b>		\$9,950.00	\$8,100.00	\$8,100.00		
6310 - Honoraria Fees		\$2,100.00	\$300.00	\$300.00		
7080 - Event Supplies Expenses		\$450.00	\$450.00	\$450.00		
7140 - Copies (Not Marketing)		\$200.00	\$150.00	\$150.00		
7150 - Office Supplies		\$500.00	\$500.00	\$500.00		
7420 - Equipment Rental		\$200.00	\$200.00	\$200.00		
7720 - Gas		\$500.00	\$500.00	\$500.00		
7730 - Car / Van Rental		\$6,000.00	\$6,000.00	\$6,000.00		
<b>Undergraduate Special Fees</b>		\$6,000.00	\$4,740.00	\$4,740.00		
6560 - Event Food	\$(4,500.00)	\$4,500.00	\$3,240.00	\$3,240.00		
7130 - Postage/Courier	\$(50.00)	\$50.00	\$50.00	\$50.00		
7180 - Educational Literature	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
7510 - Facilities Rental	\$(250.00)	\$250.00	\$250.00	\$250.00		
7840 - Tickets Expense	\$(250.00)	\$200.00	\$200.00	\$200.00		
[All Expense Total]	\$(22,902.92)					

## 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 the past three years. Each year we received practically everything we applied for with the exception of a few items that are not approved by the ASSU guidelines.

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

We did apply for Special Fees last year. There is a small increase to reflect a change in our spending habits ( i.e more towards educational literature, less for gas) and also to demonstrate the increasing cost of rental cars.

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

Barrio Assistance provides tutoring and mentoring for elementary school and middle school students from East Palo Alto and Menlo Park. The program provides a forum for Stanford students to interact with neighboring outside communities in a productive and mutually beneficial way. Barrio Assistance also provides food and hosts periodic events for students at large on the Stanford campus.

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

Food, car rentals, and educational literature are our largest line items requests. These line items correspond to services which Barrio Assistance provides weekly to its students and tutors. Food is provided at all events both for tutors, Centro Staff, and any other Stanford students at El Centro Chicano. Most of our students are from East Palo Alto and would not be able to attend the program without transportation from their homes. Car rentals go toward funding weekly transportation of all tutees to and from Stanford. Lastly are striving to increase our workbooks and get the same workbooks that the schools are using so that when the students come they can continue to work with materials they will encounter at school. These workbooks are expensive and require more funding than normal.

**What is the average attendance at your events?**

Approximately 25-35 tutors are present at each of our tutoring sessions on Fridays and Saturdays, along with a comparable number of students, six coordinators, and Centro staff.

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

Each week El Centro Chicano sends a weekly schedule for events happening at Centro. We are mentioned weekly and the events are open to the campus in general. Also we will re-register 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.**

N/A

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

- 1) Computer, refrigerator, office supplies, library of children's books and textbooks.
- 2) \$21,000
- 3) only a SSE account
- 4)N/A

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

We hold weekly tutoring sessions where anyone on campus is welcome to attend. We also hold a graduation at the end of the year which is open to any Stanford students. They are welcome to always stop by and see what we are doing and observe a tutor working with their student.

**Why are you requesting Special Fees?**

Barrio Assistance provides a service to the larger community but is a student group without a fixed source of funding. Special fees provides a means of funding for such groups on campus.

**BUDGET DETAIL**

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>Barrio Assistance Tutoring</b>		<b>\$(7,150.00)</b>	<b>\$7,150.00</b>	<b>\$5,840.00</b>	<b>\$5,840.00</b>		
Friday and Saturday tutoring sessions held weekly at El Centro Chicano. These two hours programs allow elementary and middle school students from East Palo Alto and Menlo Park to interact with Stanford student tutors, who help them with their schoolwork and provide mentoring.							
<b>Location:</b>	El Centro Chicano	<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>6560</b>	<i>We have 8 tutoring sessions per quarter. At each tutoring session we anticipate approximately 40-50 people. This includes 35 tutors, 6 coordinators and a number of Centro staff and students who come into El Centro Chicano. Anyone at El Centro Chicano is welcome to come and share our food, and we advertise our weekly meetings through Centro's calendar and weekly email announcements.</i>	\$(4,500.00)	\$4,500.00	\$3,240.00	\$3,240.00		
Event Food (Undergraduate Special Fees/Annual)							
<b>7080</b>	<i>Expenses for experiments and other activities that we put on during our tutoring sessions. These include things like: disposable cameras, science kits, and cooking supplies.</i>	\$(450.00)	\$450.00	\$450.00	\$450.00		
Event Supplies Expenses (Modification/Modification)							
<b>7140</b>	<i>We make copies of worksheets from the workbooks. Also we have weekly reports that we make copies for all our tutors and copies of our applications (over 100+ per year, 15 sheets per copy).</i>	\$(200.00)	\$200.00	\$150.00	\$150.00		
Copies (Not Marketing) (Modification/Modification)							
<b>7150</b>	<i>Each tutoring session we provide our tutors with notebooks, paper, dry erase markers, crayons, color pencils, and other supplies they need in order to successfully assist our tutees.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Office Supplies (Modification/Modification)							
<b>7180</b>	<i>Each year we work to update our library. Most of our books are outdated and do not provide material that fits current CA standards. We want to continue to buy new educational literature and workbooks for our students to use and photocopy.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Educational Literature (Undergraduate Special Fees/Annual)							
<b>7720</b>	<i>Each week we use 4-5 vans that we need to refill once we are done using them otherwise Enterprise will charge us a ridiculous amount for gas.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Gas (Modification/Modification)							
<b>Barrio Assistance Field Trip</b>		<b>\$(250.00)</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>		
Each year during winter quarter, Barrio Assistance goes on a field trip with its students and tutors to an education oriented event, like the zoo or a science museum.							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7840</b>	<i>We have approximately 20 tutors and coordinators that once a year we take a field trip with the kids and their parents. Next year we plan on visiting the Tech Museum in SJ which costs \$10 per person.</i>	\$(250.00)	\$200.00	\$200.00	\$200.00		
Tickets Expense (Undergraduate Special Fees/Annual)							
<b>Barrio Assistance Graduation</b>		<b>\$(450.00)</b>	<b>\$450.00</b>	<b>\$450.00</b>	<b>\$450.00</b>		
At the end of the year, Barrio Assistance has a graduation ceremony for its students and tutors. This event is open to the public and provides food and typically hosts performances from student groups. Expenses involved with this event include food, equipment rental, programming fees, advertising, and other costs.							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7420</b>	<i>At the end of the year we have a ceremony for all the students involved with the program. We need to reserve chairs, tables, and sound equipment.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Equipment Rental (Modification/Modification)							
<b>7510</b>	<i>At the end of the year we have graduation for all our students, parents, and tutors. We need to reserve a place on campus (usually Tressider) where we can hold our event.</i>	\$(250.00)	\$250.00	\$250.00	\$250.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
<b>General Overhead Expenses</b>		<b>\$(8,150.00)</b>	<b>\$8,150.00</b>	<b>\$6,350.00</b>	<b>\$6,350.00</b>		
An umbrella event meant to encompass all programming costs which do not fit into a single activity.							

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		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>6310</b>	<i>These funds will be used as honoraria for BA coordinators at the conclusion of the academic year. In addition these are fees associated with putting on performances by student groups for tutors and students and similar costs.</i>	\$(2,100.00)	\$2,100.00	\$300.00	\$300.00		
Honoraria Fees (Modification/Modification)							
<b>7130</b>	<i>Costs associated with sending out applications to all our returning students at the beginning of next year.</i>	\$(50.00)	\$50.00	\$50.00	\$50.00		
Postage/Courier (Undergraduate Special Fees/Annual)							
<b>7730</b>	<i>The cost of van rentals has gone up over the past year, and Haas Center Vans are unreliable each week. We need approximately 4-5 vans/mini vans that seat 6-8 people. Each of these cost anywhere from 150-250 per day. We use them to go and pick up the kids we work with- if we did not go and pick them up they would be unable to participate in the program so it is essential that we be able to go and get them on a weekly basis.</i>	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
Car / Van Rental (Modification/Modification)							
<b>APPLICATION TOTALS</b>		<b>\$(16,000.00)</b>	<b>\$15,950.00</b>	<b>\$12,840.00</b>	<b>\$12,840.00</b>		

**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-5291-1-0-2800	BARRIO ASSISTANCE	\$0.78
2-5291-1-0-2830	BARRIO ASSISTANCE STANFORD FUND	\$16.33
2-5291-1-0-9010	BARRIO ASST O/S PURCHASE ORDER	\$0.00
2-5291-2-5-6310	BARRIO SPEC FEE HONORARIA FEES	\$0.00
2-5291-2-5-6560	BARRIO SPEC FEE EVENT FOOD	\$1,684.73
2-5291-2-5-7060	BARRIO SPEC FEE PROGRAMMING EXP	\$325.42
2-5291-2-5-7090	BARRIO SPEC FEE PRIOR YEAR EXP	-\$350.00
2-5291-2-5-7130	BARRIO SPEC FEE POSTAGE/COURIER	\$70.00
2-5291-2-5-7140	BARRIO SPEC FEE COPIES (NOT MKTG)	\$250.00
2-5291-2-5-7150	BARRIO SPEC FEE OFFICE SUPPLIES	\$177.31
2-5291-2-5-7180	BARRIO SPEC FEE ED LITERATURE	\$102.03
2-5291-2-5-7200	BARRIO SPEC FEE GEN MKTG EXP	\$100.00
2-5291-2-5-7410	BARRIO SPEC FEE EQUIP (NON-CAP)	\$254.55
2-5291-2-5-7420	BARRIO SPEC FEE EQUIP RENTAL	\$250.00
2-5291-2-5-7510	BARRIO SPEC FEE FACILITIES RENTAL	\$270.00
2-5291-2-5-7720	BARRIO SPEC FEE GAS	\$1,347.51
2-5291-2-5-7730	BARRIO SPEC FEE CAR/VAN RENTAL	\$3,867.25
2-5291-2-5-7840	BARRIO SPEC FEE TICKETS EXP	\$150.00
2-5291-9-0-2820	BARRIO RESERVE	\$21,709.80