

Status: **Recommended with Modifications**

Financial Officer: Luc-Van Victor Luong

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(27,656.55)	\$21,723.27	\$8,463.00	\$8,463.00	\$24,966.55	
Undergraduate Special Fees		\$21,723.27	\$8,463.00	\$8,463.00	\$24,966.55	
6560 - Event Food	\$(324.00)	\$324.00	\$0.00	\$0.00	\$324.00	
7130 - Postage/Courier	\$(238.26)	\$238.26	\$0.00	\$0.00	\$238.26	
7140 - Copies (Not Marketing)	\$(1,029.00)	\$1,029.00	\$0.00	\$0.00	\$1,029.00	
7150 - Office Supplies	\$(498.97)	\$498.97	\$0.00	\$0.00	\$498.97	
7220 - Marketing Copies / Print Expenses	\$(187.00)	\$187.00	\$0.00	\$0.00	\$187.00	
7520 - Facilities Janitorial	\$(1,269.00)	\$1,269.00	\$0.00	\$0.00	\$1,269.00	
7710 - Travel Fares	\$(22,786.00)	\$10,781.00	\$4,778.00	\$4,778.00	\$10,781.00	
7730 - Car / Van Rental	\$(1,016.32)	\$405.04	\$160.00	\$160.00	\$1,016.32	
7740 - Accomodations	\$(9,588.00)	\$2,421.00	\$3,125.00	\$3,125.00	\$3,693.00	
7820 - Registration Expense	\$(5,930.00)	\$4,570.00	\$400.00	\$400.00	\$5,930.00	
[All Expense Total]	\$(53,936.55)					
[Revenue GL]1000 - Fund Raising		\$26,280.00				
[All Revenue Total]		\$26,280.00				

QUESTIONS & ANSWERS

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

Yes, we were approved with modifications, then petitioned and was elected by the student body to the full amount. SIAS had the same financial officer for the last 3 years and I can contact him for more details.

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

Yes. We've made a push for expansion of the Model UN team this year, bringing an average of 5 more delegates to each conference. For example, whereas we've usually taken 18 - 20 delegates to the Yale conference in the past, we took 25 this past fall. By building on this year's expansion, Stanford is moving towards becoming on par with other top teams in the country (e.g. Yale, Harvard) with an average of 20 - 25 delegates at each competition. Part of the expansion is possible because of our ability to provide for travel, accommodations and registration expenses, allowing the delegates to travel for free. Furthermore, the high school conference is also expanding aggressively, with a projected attendance of 700, a 17% increase from last year. We're also expecting the conference to grow by 100 delegates each year for the next few years. Expansion means increased Marguerite rental fees, ABM janitorial fees, office supplies costs, more room, extra food for advisors and delegates.

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

As a group, we seek to provide the Stanford Community with high quality programming that is geared towards international relations. This includes opportunities for students to get involved in serious foreign affairs competitions by joining Stanford's Model UN team. This includes bringing speakers to campus that address issues of international importance (nuclear proliferation, for example). This includes exposing to Model UN, and in this way to international relations, about 700 high school students from around the world (with many from the bay area) through our annual Model UN Conference (SMUNC). Organizing and running the conference is also a very valuable learning experience for Stanford undergraduates.

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

Our 3 largest items are, in order, Travel Fares, Accommodations and Registration Expenses for the UChicago conference. This is one of the nation's top conferences and certainly the highest-quality conference that we've attended. It is important for Stanford, as a nationally competitive team, to ensure that its members can afford to attend the Chicago conference in strength. Charging team members would discriminate against economically disadvantaged students.

What is the average attendance at your events?

For the Model UN team, we bring 15 - 25 students to each conference. We go to 4, 5 conferences/year. Our high school conference, SMUNC, is expected to have up to 700 delegates in attendance, supported by 60 - 70 undergraduates as staff. Our other events vary from 20 - 100, depending on the kind of events (e.g. policy lunch would have about 10 - 15, whereas the international development conference is expecting 50 - 100).

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

We will flyer campus and send emails to all mailing lists that SIAS members have access to. SMUNC will be registered with Events at Stanford. Recruitment for SMUNC staff has already begun for the November conference.

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. SIAS has several branches, but have one ASSU account number and one financial officer. Contact Victor Luong at vluong@stanford.edu or at 1-510-333-2020.

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

- 1) Our main assets include a printer for SMUNC and a banner with "Society for International Affairs at Stanford" printed on it.
- 2) 4, 955\$
- 3) We currently have 36, 906\$ in our ASSU account (excluding reserves), although registration fees from our last conference and a few remaining reimbursements have not yet been claimed. There will also be additional expenses from our UChicago conference in the spring. We have no unauthorized non-ASSU accounts.
- 4)
 - a. The Stanford Fund
 - b. Stanford Model UN Conference.

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

We hold an average of 3 events per quarter where we bring distinguished scholars to speak on issues of international relations and organize related events. For example, we're hosting a film screening, a policy lunch and co-sponsoring a conference on international development. We host Stanford's annual high school Model UN conference (SMUNC). Finally, we run Stanford Model UN Team which represents Stanford at 4-5 conferences each year.

Why are you requesting Special Fees?

We are requesting Special fees because we are committed to bring to the Stanford Community high quality events focused on international relations. First, we put on a high quality Stanford Model UN Conference (SMUNC) for high schoolers every year takes a lot of money. From room reservation fees, to printer supplies, to postcards, to food, and to the delegate social, we need the ability to fund that. Second, our community service and speaker's series require gas money, honoraria, room rental fees, etc. Third, we run Stanford's Model UN team, which by virtue of being a traveling team takes significant money to maintain. The best Model UN conferences are on the east coast and we have to pay for 20+ people's flights, accommodations, registration fees, and so forth.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Berkeley Model United Nations Conference		\$(1,621.64)	-\$1,621.64	\$760.00	\$760.00	\$1,621.64	
Biggest Model United Nations conference in the West Coast. Important practice conference for those going to UChicago, especially if they haven't attended Yale.							
Location:		Contact:			Attendance:		
Url:	http://www.bmun.net/pages/conference					18(total) UG: 18 Staff: 0 Grad: 0 Other: 0	
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7730	Gas for Berkeley conference. \$(297.60) \$297.60	\$(305.64)	-\$305.64	\$160.00	\$160.00	\$305.64	
Car / Van Rental (Undergraduate Special Fees/Annual)	\$297.60 \$297.60 SF is 37.2mi (google maps) 4 days (Th, F, Sat, Sun) 4 Cars w/ 4people/car = 16 trips *(37.2mi*2) *\$0.25/mi = \$297.60 x 1.027 (inflation) = 305.64\$						
7740	159\$ x 4 rooms = 636\$. For Saturday night with a late social event, coupled with an early morning committee session on Sunday.	\$(636.00)	-\$636.00	\$500.00	\$500.00	\$636.00	
Accommodations (Undergraduate Special Fees/Annual)							
7820	School Reg Fee: 40\$ Delegate Reg Fee: 40\$ x 16 = 640\$. Total = 680\$.	\$(680.00)	-\$680.00	\$100.00	\$100.00	\$680.00	
Registration Expense (Undergraduate Special Fees/Annual)							
Stanford Model United Nations Conference 2010		\$(4,256.91)	\$4,256.91	\$0.00	\$0.00	\$4,256.91	
SIAS-organised Model United Nations debating conference for high school students from across the country and the world. Medium-sized prestigious conference that's expanding every year, with a projected attendance of 700 delegates next year.							
Location:		Contact:			Attendance:		
Url:	www.smunc.org					765(total) UG: 65 Staff: 0 Grad: 0 Other: 0	
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	8 cartons of coffee x 13\$ = 104\$. We're expecting 50 - 60 advisors. 220\$ for snacks & water in the Advisor Lounge.	\$(324.00)	\$324.00	\$0.00	\$0.00	\$324.00	
Event Food (Undergraduate Special Fees/Annual)							
7130	1000 postcards x .232\$ = 232\$ x 1.027 (inflation) = 238.26	\$(238.26)	\$238.26	\$0.00	\$0.00	\$238.26	
Postage/Courier (Undergraduate Special Fees/Annual)							
7140	500 flyers x .07\$ = 35\$	\$(35.00)	\$35.00	\$0.00	\$0.00	\$35.00	
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7140	700 folders x 1.42\$ = 994\$	\$(994.00)	\$994.00	\$0.00	\$0.00	\$994.00	
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7150	25 reems of printer paper x 38.98\$/5 reems + 3 packets of award paper x 10.99\$/packet = 194.9 + 32.97 = 227.87\$	\$(227.87)	\$227.87	\$0.00	\$0.00	\$227.87	
Office Supplies (Undergraduate Special Fees/Annual)							
7150	3 cartridges x 87.99\$ x 1.027 (inflation) = 271.1	\$(271.10)	\$271.10	\$0.00	\$0.00	\$271.10	
Office Supplies (Undergraduate Special Fees/Annual)							
7220	1100 postcards x .17\$ = 187\$	\$(187.00)	\$187.00	\$0.00	\$0.00	\$187.00	
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	Postcards are sent out to high schools to recruit them to come to SMUNC. Note the 10% increase due to a 100-person increase in conference's size.						
7520	Based on 2009's conference ABM janitorial fees. Needed for use of History Bldg, Wallenberg Hall and MemAud.	\$(1,269.00)	\$1,269.00	\$0.00	\$0.00	\$1,269.00	
Facilities Janitorial (Undergraduate Special Fees/Annual)							
7730	Marguerite shuttles hired to run delegates from Palo Alto Sheraton to top of Oval. Run in the morning to take delegates to conference & evening to take delegates back to hotel. Based on previous year's estimate of 692\$ and accounted for inflation.	\$(710.68)	\$710.68	\$0.00	\$0.00	\$710.68	
Car / Van Rental (Undergraduate Special Fees/Annual)							
UChicago Model UN Conference		\$(12,583.00)	\$12,583.00	\$4,123.00	\$4,123.00	\$12,583.00	
Collegiate Model United Nations Conference held by the University of Chicago on the UChicago campus. One of the top college conferences in the world.							
Location:		Contact:			Attendance:		
Url:	http://chomun.uchicago.edu/					24(total) UG: 24 Staff: 0 Grad: 0 Other: 0	
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
UChicago Model UN Conference		\$(12,583.00)	\$12,583.00	\$4,123.00	\$4,123.00	\$12,583.00	
Collegiate Model United Nations Conference held by the University of Chicago on the UChicago campus. One of the top college conferences in the world.							
Location:		Contact:			Attendance:		
Url:	http://chomun.uchicago.edu/					24(total) UG: 24 Staff: 0 Grad: 0 Other: 0	
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7710	<i>Negotiated group price, compared with cheapest search engine results, yields 324\$ x 24 (delegates) = 7,776\$.</i>	\$(7,776.00)	\$7,776.00	\$1,773.00	\$1,773.00	\$7,776.00	
Travel Fares (Undergraduate Special Fees/Annual)							
7740	<i>UChicago cheapest negotiated rate with hotels = 149\$ for quad (4/room) x 3 nights x 6 rooms = 2,6282\$.</i>	\$(2,682.00)	\$2,682.00	\$2,250.00	\$2,250.00	\$2,682.00	
Accommodations (Undergraduate Special Fees/Annual)							
7820	<i>Mandated registration fee for whole delegation = 85\$ Registration fee for 24 delegates: 85 x 24 = 2,040\$.</i>	\$(2,125.00)	\$2,125.00	\$100.00	\$100.00	\$2,125.00	
Registration Expense (Undergraduate Special Fees/Annual)							
UPenn Model UN Conference		\$(5,405.00)	\$2,585.00	\$1,960.00	\$1,960.00	\$2,585.00	
One of nation's most prestigious conferences.							
Location:		Contact:			Attendance:		
Url:	www.upmunc.org					10(total) UG: 10 Staff: 0 Grad: 0 Other: 0	
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7710	<i>297\$ (travel engines' cheapest rate) x 10 delegates = 2970\$</i>	\$(2,970.00)	\$1,485.00	\$1,485.00	\$1,485.00	\$1,485.00	
Travel Fares (Undergraduate Special Fees/Annual)							
7740	<i>190\$/quad x 3rooms x 3 nights = 1710\$</i>	\$(1,710.00)	\$375.00	\$375.00	\$375.00	\$375.00	
Accommodations (Undergraduate Special Fees/Annual)							
7820	<i>School fees: 75 Delegates: 65 x 10 = 650</i>	\$(725.00)	\$725.00	\$100.00	\$100.00	\$725.00	
Registration Expense (Undergraduate Special Fees/Annual)							
Yale Model UN Conference 2010		\$(8,420.00)	\$3,920.00	\$1,620.00	\$1,620.00	\$3,920.00	
Yale Model United Nations conference held at Yale's campus for college students. One of two main conferences where the Stanford intercollegiate Model UN team competes.							
Location:		Contact:			Attendance:		
Url:	http://scsy.yira.org/					20(total) UG: 20 Staff: 0 Grad: 0 Other: 0	
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7710	<i>Airfare for 20 Stanford delegates to conference, estimates based on Kayak.com's 301\$ x 20 = 6020\$</i>	\$(6,020.00)	\$1,520.00	\$1,520.00	\$1,520.00	\$1,520.00	
Travel Fares (Undergraduate Special Fees/Annual)							
7820	<i>Estimate based on this year's registration expenses for 25 delegates. Number of delegates expected to remain stable or increase, due to increased team size.</i>	\$(2,400.00)	\$2,400.00	\$100.00	\$100.00	\$2,400.00	
Registration Expense (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(32,286.55)	\$21,723.27	\$8,463.00	\$8,463.00	\$24,966.55	

ACCOUNT BALANCES

Account	Balance
2-6323-1-0-2800 SOC FOR INTL AFFAIRS AT STAN (formerly SMUN)	\$2,616.45
2-6323-1-0-2801 SOC FOR INTL AFFAIRS CONFERENCE ACCT	\$26,515.00
2-6323-1-0-2830 SOC FOR INTL AFFAIRS STANFORD FUND	\$2,134.00
2-6323-1-0-9010 SOC FOR INTL AFFAIRS O/S PURCHASE ORDER	\$0.00
2-6323-2-5-6560 SIAS SPEC FEE EVENT FOOD	\$0.00
2-6323-2-5-7130 SIAS SPEC FEE POSTAGE/COURIER	\$21.14
2-6323-2-5-7140 SIAS SPEC FEE COPIES (NOT MKTG)	\$63.03
2-6323-2-5-7150 SIAS SPEC FEE OFFICE SUPPLIES	\$0.00
2-6323-2-5-7220 SIAS SPEC FEE MKTG COPIES/PRINT EXP	\$0.00
2-6323-2-5-7510 SIAS SPEC FEE FACILITIES RENTAL	\$750.00
2-6323-2-5-7520 SIAS SPEC FEE FACILITIES JANITORIAL	\$0.00
2-6323-2-5-7710 SIAS SPEC FEE TRAVEL FARES	\$0.00
2-6323-2-5-7720 SIAS SPEC FEE GAS	\$0.00
2-6323-2-5-7730 SIAS SPEC FEE CAR/VAN RENTAL	\$0.00
2-6323-2-5-7740 SIAS SPEC FEE ACCOMODATIONS	\$0.00
2-6323-2-5-7820 SIAS SPEC FEE REGISTRATION EXP	\$2,525.00
2-6323-7-5-6310 ST MODEL UN ANN HONORARIA FEES	\$300.00
2-6323-7-5-7710 ST MODEL UN ANN TRAVEL FARES	\$200.00
2-6323-9-0-2820 SOC FOR INT'L AFFAIRS RESERVE	\$4,955.30