

Status: **Recommended As-is**

Financial Officer: Philip Tom

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(23,090.00)	\$20,090.00	\$19,680.00	\$19,680.00		
Undergraduate Special Fees		\$20,090.00	\$19,680.00	\$19,680.00		
6310 - Honoraria Fees	\$(500.00)	\$500.00	\$500.00	\$500.00		
6500 - Training Mat	\$(200.00)	\$200.00	\$200.00	\$200.00		
6560 - Event Food	\$(3,000.00)	\$3,000.00	\$3,000.00	\$3,000.00		
7130 - Postage/Courier	\$(300.00)	\$300.00	\$300.00	\$300.00		
7140 - Copies (Not Marketing)	\$(100.00)	\$100.00	\$100.00	\$100.00		
7150 - Office Supplies	\$(60.00)	\$60.00	\$60.00	\$60.00		
7220 - Marketing Copies / Print Expenses	\$(450.00)	\$450.00	\$40.00	\$40.00		
7410 - Equipment Purchase (Non-Cap)	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
7420 - Equipment Rental	\$(4,280.00)	\$4,280.00	\$4,280.00	\$4,280.00		
7510 - Facilities Rental	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
7520 - Facilities Janitorial	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00		
7720 - Gas	\$(200.00)	\$200.00	\$200.00	\$200.00		
[All Expense Total]	\$(23,090.00)					

QUESTIONS & ANSWERS

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

Yes, we've applied for the last three years and been approved all three times.

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

No, this is the exact same budget as last year. Although seemingly a bit tight at first, we found the budget to work perfectly for the event.

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

We provide an event for the whole of Stanford and its community and a cause to both raise money and education on.

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

Rental space for event: with 1,200 people, we need a large space.

Over the last two years we've used Arillaga Alumni Center, which is very expensive, but necessary.

Janitorial fees for event space: Arillaga Alumni Center requires this when renting the space.

Event food: Our event is 24 hours long. As such, we need to feed our dancers. This covers this necessary cost.

Equipment rental: Dance Marathon by nature is a dancing event, which means music equipment and other technology is required for the event.

What is the average attendance at your events?

The event size fluctuates from year to year, however this year we had over 1,000 registered dancers and over 200 registered moralers. A total of around 1,200.

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

Yes we've registered with Events at Stanford. We plan to flier the campus and local buisness around the community. Over the last few years, Stanford DM has built a strong foundation with many small and large corporations to help spread the word as well as help with the cause.

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.

Dance Marathon operates as its own entity.

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

Dance Marathon uses the SSE bank account only. Apart from Special Fees, we have a small registion fee which helps out with minor costs for the event.

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

Dance Marathon holds information sessions about the cause throughout the year, in addition we hold World AIDS day during the event to also raise awareness.

Why are you requesting Special Fees?

Year to year, Dance Marathon provides an event and cause for the student body to attend and contribute to. Although our event has registration fees and raises money for a cause, the majority of the event operating budget comes from Special Fees.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Stanford Dance Marathon 2011		\$(20,090.00)	\$20,090.00	\$19,680.00	\$19,680.00		
Stanford Dance Marathon 2011							
Location:	Contact:				Attendance:	900(total)	
Url: dm.stanford.edu						UG: 750	Staff: 50
						Grad: 50	Other: 50
						Petitioned	Elected
6310	<i>To have a speaker or guest of some kind at the event.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6500	<i>For the event (staff).</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Training Mat (Undergraduate Special Fees/Annual)							
6560	<i>Food for the event.</i>	\$(3,000.00)	\$3,000.00	\$3,000.00	\$3,000.00		
Event Food (Undergraduate Special Fees/Annual)							
7130	<i>To send fundraising letters and other mail regarding the event.</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Postage/Courier (Undergraduate Special Fees/Annual)							
7140	<i>To make copies for staff and dancers</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7150	<i>Office supplies for the Dance Marathon office.</i>	\$(60.00)	\$60.00	\$60.00	\$60.00		
Office Supplies (Undergraduate Special Fees/Annual)							
7220	<i>For flyering for the event.</i>	\$(450.00)	\$450.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7410	<i>To purchase equipment for the event.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
7420	<i>For renting equipment for the event, mostly electronic things like cables for audio and video, speakers, etc.</i>	\$(4,280.00)	\$4,280.00	\$4,280.00	\$4,280.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>To pay for the rental of Arillaga Alumni Center</i>	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
7520	<i>To pay for janitorial fees from Arillaga Alumni Center.</i>	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00		
Facilities Janitorial (Undergraduate Special Fees/Annual)							
7720	<i>To pay for gas for retreat and getting food and other things for the event.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Gas (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(20,090.00)	\$20,090.00	\$19,680.00	\$19,680.00		

ACCOUNT BALANCES

Account		Balance
2-7257-1-0-2800	ST DANCE MARATHON	\$11,556.08
2-7257-1-0-2830	ST DANCE MARATHON STANFORD FUND	\$21.68
2-7257-1-0-9010	ST DANCE MARATHON O/S PURCHASE ORDER	\$0.00
2-7257-2-5-6310	DANCE MARATHON SPEC FEE HONORARIA FEES	\$500.00
2-7257-2-5-6500	DANCE MARATHON SPEC FEE TRAINING MAT	\$0.00
2-7257-2-5-6560	DANCE MARATHON SPEC FEE EVENT FOOD	\$0.00
2-7257-2-5-7130	DANCE MARATHON SPEC FEE POSTAGE/COURIER	\$0.00
2-7257-2-5-7140	DANCE MARATHON SPEC FEE COPIES (NOT MKTG)	\$0.00
2-7257-2-5-7150	DANCE MARATHON SPEC FEE OFFICE SUPPLIES	\$0.00
2-7257-2-5-7220	DANCE MARATHON SPEC FEE MKTG COPIES/PRINT EXP	\$0.00
2-7257-2-5-7410	DANCE MARATHON SPEC FEE EQUIP (NON-CAP)	\$1,000.00
2-7257-2-5-7420	DANCE MARATHON SPEC FEE EQUIP RENTAL	\$4,310.00
2-7257-2-5-7510	DANCE MARATHON SPEC FEE FACILITIES RENTAL	\$0.00
2-7257-2-5-7520	DANCE MARATHON SPEC FEE FACILITIES JANITORIAL	\$3,100.00
2-7257-2-5-7720	DANCE MARATHON SPEC FEE GAS	\$0.00
2-7257-9-0-2820	DANCE MARATHON RESERVE	\$5,471.17