

Status: **Recommended with Modifications**

Financial Officer: Daniel Crichton

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(38,528.30)	\$36,211.50	\$33,766.50	\$33,766.50		
Undergraduate Special Fees		\$36,211.50	\$33,766.50	\$33,766.50		
6310 - Honoraria Fees	\$(27,000.00)	\$27,000.00	\$24,900.00	\$24,900.00		
6320 - Technical Services	\$(1,346.50)	\$1,346.50	\$1,346.50	\$1,346.50		
6500 - Training Mat	\$(150.00)	\$150.00	\$150.00	\$150.00		
6560 - Event Food	\$(3,340.00)	\$3,340.00	\$3,340.00	\$3,340.00		
7020 - Co-Sponsorship Expenses	\$(3,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
7080 - Event Supplies Expenses	\$(60.00)	\$60.00	\$60.00	\$60.00		
7130 - Postage/Courier	\$(515.00)	\$515.00	\$575.00	\$575.00		
7150 - Office Supplies	\$(50.00)	\$50.00	\$50.00	\$50.00		
7220 - Marketing Copies / Print Expenses	\$(510.00)	\$510.00	\$305.00	\$305.00		
7420 - Equipment Rental	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
7510 - Facilities Rental	\$(300.00)	\$300.00	\$100.00	\$100.00		
7520 - Facilities Janitorial	\$(440.00)	\$440.00	\$440.00	\$440.00		
[All Expense Total]	\$(38,528.30)					

QUESTIONS & ANSWERS

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

Yes. Last year we received all of our requested amount. In the two previous years, we received 99% and 100% of our requested amounts respectively.

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 are asking for slightly more than 9% increase over last year's budget. This is primarily due to a significant rise in recent years in costs associated with our annual Big Speaker event, despite our very best efforts to contain honoraria expenses. Furthermore, budget cuts at the Hoover Institution have stopped the funding of Hoover Media Fellows lunches. We believe that these are events that are still one of the few ways to connect to journalism at Stanford, and hope to continue to provide such programming to the Stanford body. Other costs have remained mostly consistent with last year.

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

The receipt of Special Fees will allow Stanford in Government (SIG) to host regular events with Stanford faculty and visiting fellows which will open political discussion to the Stanford community. They will also allow SIG to bring contemporary and influential speakers to campus through co-sponsorship with other campus organizations and, most especially, through SIG's own Big Speaker event in the spring.

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

Stanford in Government uses a combination of electronic fliers, distributed through university lists, as well as the SIG Friends list, which reaches approximately 1200 members of the Stanford community, and physical fliers posted around campus. We also use Facebook advertisements for events. Our weekly news summaries in the Daily also serve as forms of advertisement. This year, we began a weekly PEAS (Policy Events at Stanford) email that lists the 5 or so most exciting events for that week. We also regularly post on Events@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) Assets: \$1,774 2) Reserves: \$12,797 3) None-ASSU bank accounts: NONE 4) Other sources of funding: Haas Center for Public Service Gift Account

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

The three largest line items in Stanford in Government's 2009-2010 budget are: 1) Honoraria Fees (6310) for Big Speaker. Big Speaker is Stanford in Government's largest event of the year in terms of audience, speaker caliber, and planning effort. For example, last year's Big Speaker with former Pakistani President Pervez Musharraf was attended by nearly 2,000 students in Memorial Auditorium and related events. In this event, we strive to bring relevant and important political figures to campus. Speakers of this caliber command a high fee, and along with co-sponsorship from its traditional partner ASSU Speakers Bureau, it is through Special Fees that Stanford in Government (SIG) is able to afford these speakers. Due to the escalating costs of the Big Speaker, and the change in line item to include hotel and travel accommodations, we are increasing the amount by a little less than 10%. Big Speaker is SIG's primary event and the securing of an inspiring speaker is key to the success of the event.

2) The Event Food (6560) for Campus Awareness Policy Lunches and Hoover Media Fellows Lunches covers a broad range of topics over the course of the year. For CA lunches, the typical speaker is a Stanford professor or politically active guest who discusses their area of expertise and engages in dialogue with students. For Hoover Media Fellow Lunches, students can interact with some of the top journalists in the country in an informal setting. This is also one of the few journalism related events held at Stanford on a regular basis. Altogether, SIG runs about 12 lunches per quarter, with 20-30 guests attending each one.

3) Co-sponsorship Expenses (7020) for Various Speakers. SIG works with a wide variety of campus organizations to bring diverse speakers to campus. In the recent past, SIG has teamed with ASSU Speakers Bureau, the NAACP, FACES, STAND, SPOON, The Roosevelt Institute, FACEAIDS, and the Stanford Law School, SAID, Stanford Immigrants Rights Project and the Ethics in Society Program. Co-sponsorship allows SIG to help bring important speakers to campus as well as stimulating exciting partnerships with our fellow student groups.

What is the average attendance at your events?

Typically a large, speaker event garners between 150 and 250 students. Policy lunches and Hoover Media Fellows Lunches have on average between 20 and 30 attendees. Other panel discussions and events usually have between 30 and 70 attendees, depending on the topic and venue. Big Speaker has around 2,000 and Medium Speakers garner around 400 students, faculty, community members.

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

Stanford in Government (SIG) provides a large variety of programming to the Stanford community. Under the umbrellas of different committees, these events all work toward expanding the political awareness and engagement of the community. The Campus Awareness committee hosts bi-weekly policy lunches, gathering esteemed faculty and visiting fellows together with students to discuss and debate current policy. In the past two years, topics ranged from the importance of the West to a skeptic's view of global warming to Obama's most pressing foreign policy challenges. Through its dedication to non-partisanship, SIG is able to bring together faculty and students of all political stripes, allowing for lively and open debate. The Public Policy Forum, another of SIG's committees, sets up Hoover Media Fellows lunches. This committee is also responsible for Big Speaker, SIG's main event, which brings important and influential political personages to campus to share their expertise and political insider's eye with the Stanford community. SIG's Fellowships Program offers between thirty and forty summer internship opportunities for students to work in public service. Fellows are placed in local, national, and international government branches and NGOs. SIG has established relationships with its host organizations and we work to ensure that fellows will engage in substantial activities throughout the summer. Fellows are also given a stipend of \$4000, funded through endowments that are administered by the Haas Center for Public Service. Stanford students can apply to our fellowships during the winter quarter by first submitting a written application, complete with an essay and faculty recommendations. For each fellowship, five students will be selected for a final round interview, which will be conducted by members of SIG, the past fellow, and the faculty advisor for that fellowship. Selections are announced before the end of winter quarter – we are currently in the process of collecting this year's applications. On a side note, SIG is offering 4 new fellowships this year. Finally, SIG's Campus and Community Partnerships Committee seeks to bring together Stanford students and the larger Stanford community in the effort to spread political awareness and education. In the past, Campus and Community Partnerships has helped prepare Stanford workers for their citizenship tests. Last year, it expanded its geographic reach to include East Palo Alto, where it taught a civic education course to eighth graders in the East Palo Alto Charter School. An additional program included a course for high school seniors focused on voting rights and the electoral process, with the aim of contributing to the education of the growing (and new) voting population in this year's important general election. This year, the committee engaged high school students from local communities on issues of environmentalism and public engagement.

Why are you requesting Special Fees?

Stanford in Government (SIG) is recognized in the Stanford community for its extensive programming, as well as its fellowships program, which provides 35 fully funded summer internships around the world to deserving undergraduates. Stanford Department of Political Science Professor Larry Diamond recently commented that SIG "is one of the most vital and exciting programs" on campus. Through its dedications to nonpartisan political awareness, SIG is able to bring together students and faculty members of every political stripe with educational and informative events. Whether through lunches where Stanford students get that chance to discuss and debate policy with esteemed professors and fellows, or panels of thoughtfully chosen speakers, SIG strives to deepen the political understanding of the Stanford community. The annual Big Speaker event – the main event in SIG's year – has in recent years brought former Senator John Edwards, former Sec. of State Madeleine Albright, and former Pakistani President Pervez Musharraf to Stanford. We are currently making arrangements for a large speaker in the Spring. To continue this tradition of broadly stimulating campus programming, Stanford in Government is requesting Special Fees.

BUDGET DETAIL

Big Speaker Budgeted Requested Recommend Approved Petitioned Elected

Each year Stanford in Government brings a Big Speaker. Last year we brough Senator John Edwards. Along with fellowships, this is considered one of SIG's major undertakings.

Location: Contact: Attendance:
Url:

6310 Budgeted Requested Recommend Approved Petitioned Elected

Honoraria Fees (Undergraduate Special Fees/Annual) Stanford in Government partners with ASSU Speakers Bureau each year to host a "Big Speaker" of political relevance and importance. Expenses for the event routinely fall between \$40,000 and \$100,000. SIG works closely with other campus partners to raise additional funds for this event. This year's Big Speaker event with former Pakistani President Pervez Musharraf was attended by nearly 2,000 students in Memorial Auditorium and additional events outside the main lecture. The event was covered by dozens national and international news outlets. Ten co-sponsoring organizations joined SIG and Speakers Bureau to facilitate this event. Previous Big Speakers include Madeleine Albright, John Edwards, Ehud Barak, and Janet Reno.
SIG works extremely hard to maintain a responsible budget for Big Speaker, almost always negotiating a steep reduction in speaking fees. However, speaking fees and related costs for major speakers have increased rapidly in recent years, while SIG's honorarium has increased much slower. Moreover, SIG has traditionally supplemented its Big Speaker honorarium with funding from the The Stanford Fund; however, SIG no longer receives this TSF funding due to an expiring contract. As a result, SIG has not been able to fulfill its equal partnership with Speakers Bureau. We are requesting an increase in the amount allotted for honoraria in order to maintain the high caliber of speakers we have been fortunate to bring to campus in recent years.

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Big Speaker		\$(55,846.50)	\$28,846.50	\$26,546.50	\$26,546.50		
Each year Stanford in Government brings a Big Speaker. Last year we brought Senator John Edwards. Along with fellowships, this is considered one of SIG's major undertakings.							
Location:		Contact:		Attendance:			
Uri:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
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Honoraria Fees (Undergraduate Special Fees/Annual)							
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6320	The technical fees related to Big Speaker 2011 will accommodate technical labor fees (\$158.00) and the iTunesU video package to record the event (\$188.50). These figures are based on SIG's large speaking events in the past two years.	\$(346.50)	\$346.50	\$346.50	\$346.50		
Technical Services (Undergraduate Special Fees/Annual)							
7080	SAL recommended Lanyards for event	\$(60.00)	\$60.00	\$60.00	\$60.00		
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
7420	Equipment and Labor for Big Speaker 2009 cost \$2600. Split evenly with Speakers Bureau, SIG's portion was \$1300. However, due to the unusually high profile nature of this year's Big Speaker, we believe next year's event will likely cost a lower amount, around \$1000.	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	20% contingency (based on Big Speaker line items 6320 and 7420) plus slight buffer (rounded to nearest ten).	\$(200.00)	\$200.00	\$0.00	\$0.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
7520	Auditorium cleaning as quoted on the ABM/ASSU worksheet, Jan 2009.	\$(240.00)	\$240.00	\$240.00	\$240.00		
Facilities Janitorial (Undergraduate Special Fees/Annual)							
Campus Awareness Events		\$(3,240.00)	\$3,240.00	\$3,240.00	\$3,240.00		
The Campus Awareness Committee distributes the SIG Elections newsletters during election seasons and the Bathroom Stalls Series throughout the year. The Committee also organizes lectures and debates with other organizations for various events.							
Location:		Contact:		Attendance:			
Uri:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Campus Awareness Events		\$(3,240.00)	\$3,240.00	\$3,240.00	\$3,240.00		
The Campus Awareness Committee distributes the SIG Elections newsletters during election seasons and the Bathroom Stalls Series throughout the year. The Committee also organizes lectures and debates with other organizations for various events.							
Location:		Contact:		Attendance:			
Url:							
6560	<i>Campus Awareness holds policy lunches with faculty and distinguished fellows at Stanford. Pizza and drinks for 20-30 students are served at each (\$90.00). There are twelve policy lunches per quarter (90 x 12 x 3 = 1200).</i>	\$(3,240.00)	\$3,240.00	\$3,240.00	\$3,240.00		
Event Food (Undergraduate Special Fees/Annual)	<i>This year, the Hoover Institution has no longer provided lunch for the Hoover Media Fellows lunch series. The increase in this budget of 4 meals a quarter is intended to cover for this loss of funds.</i>						
Fellowships		\$(175.00)	\$175.00	\$175.00	\$175.00		
Each year, SIG offers 30-40 fellowships to Stanford students in state and local, Washington D.C., and international positions. SIG pays the students awarded each fellowship a student during the summer. The application process is open to all Stanford students.							
Location:		Contact:		Attendance:			
Url:							
6560	<i>The Fellowships committees host informational lunches early in winter quarter. These lunches introduce the summer fellowships to interested students and are open to all.</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Event Food (Undergraduate Special Fees/Annual)	<i>Based on the cost of correspondence between the three Fellowships committees and the various fellowship host organizations around the world.</i>						
7130		\$(75.00)	\$75.00	\$75.00	\$75.00		
Postage/Courier (Undergraduate Special Fees/Annual)							
Fellowships Night 2009		\$(100.00)	\$100.00	\$100.00	\$100.00		
The Fellowships Committees annually run an information/marketing event in the late fall. This event is open to all to learn more about the SIG summer fellowships. Typically there is a featured speaker (who is a fellow host) and all the past fellows still at Stanford. Tables are set up like a career fair to distribute information on the various fellowship positions. Food is served. (The event is only one night, the dates below encompass the tentative time frame.)							
Location:		Contact:		Attendance:			
Url:						(total) UG: 100 Grad:	Staff: 10 Other:
7510	<i>For rental of Toyon Grand Hall (or similar) for Fellowships Night, the Fellowships Committees annual marketing and information event which traditionally include a Fellowship host as featured speaker as well as past fellows explaining and exhibiting their summer work.</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
Operating Expense		\$(1,640.00)	\$1,640.00	\$1,700.00	\$1,700.00		
These are the costs associated with running the SIG office and providing supplies for members during meetings.							
Location:		Contact:		Attendance:			
Url:							
6320	<i>This is to cover the set-up costs of panel discussions, lectures, screenings, and events TBD outside of Big Speaker and the policy lunches that SIG periodically puts on. This number is based on events from the 2008-2009 academic year and covers events such as "Medium Speaker," such as Richard Armitage, the former deputy Secretary of State.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Technical Services (Undergraduate Special Fees/Annual)	<i>This will fund the annual SIG Board retreat for leadership planning and development in the fall. There are typically 16 board members and this session is critical to planning the year ahead.</i>						
6500		\$(150.00)	\$150.00	\$150.00	\$150.00		
Training Mat (Undergraduate Special Fees/Annual)	<i>This is the postage cost of mailing our bi-annual newsletter to important supporters (i.e. Condoleeza Rice, Sen. Dianne Feinstein, Mr. and Mrs. Bing). 500 newsletters x 2 per year x .44 = \$440</i>						
7130		\$(440.00)	\$440.00	\$500.00	\$500.00		
Postage/Courier (Undergraduate Special Fees/Annual)	<i>Both specialized (stationary, envelopes for thank you notes) and general (folders, paper clips, white board markers) supplies. 1 box stationary = \$25 Folders = \$15 Assorted Office Supplies (post its, paper clips, etc.) = \$10</i>						
7150		\$(50.00)	\$50.00	\$50.00	\$50.00		
Office Supplies (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Various Public Relations Needs		\$(510.00)	\$510.00	\$305.00	\$305.00		
Most of the public relations budget goes toward making the SIG newsletter, which is produced quarterly and available at our office and mailed to SIG alumni and donors.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	<i>Every year we publish a bi-annual newsletter to supporters and Stanford professors. This letter is critical to our outreach within and outside of the Stanford community. 500 copies x 2 editions a year x 8 pages per copy x .10/pg = \$800. Our printer offers volume discounts that lowers the price per printing to \$255 x 2 printings = \$510</i>	\$(510.00)	\$510.00	\$305.00	\$305.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
Various Speakers		\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		
The Public Policy Forum Committee organizes various speaker events with Stanford faculty and government officials. The committee also coordinates Hoover Media Lunches every week.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7020	<i>SIG's Public Policy Forum and Campus Awareness committees often co-sponsor speakers with other campus organizations. In the past these have included ASSU Speakers Bureau, SPOON, The Roosevelt Institute, and the Stanford Law School, FACES, and Six-Degrees. This number is based on the co-sponsorship provided by SIG in the 2009-2010 academic year. Overall, we spent \$3200, but part of that covered a unique event with the ASSU that will not likely be repeated in the future.</i>	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)							
7520	<i>This would cover the janitorial expenses (primarily locking/unlocking) of classrooms (such as those in the History corner) used for Public Policy Forum, Campus Awareness, and co-sponsored events.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Facilities Janitorial (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(63,211.50)	\$36,211.50	\$33,766.50	\$33,766.50		

ACCOUNT BALANCES

Account		Balance
2-7487-1-0-2800	ST IN GOVERNMENT	\$1,305.85
2-7487-1-0-2830	ST IN GOV'T STANFORD FUND	\$0.00
2-7487-1-0-9010	SIG O/S PURCHASE ORDER	\$0.00
2-7487-2-5-6310	SIG SPEC FEE HONORARIA FEES	\$25,000.00
2-7487-2-5-6320	SIG SPEC FEE TECHNICAL SERVICES	\$1,346.50
2-7487-2-5-6500	SIG SPEC FEE TRAINING MAT	\$150.00
2-7487-2-5-6510	SIG SPEC FEE MEETING FOOD	\$0.94
2-7487-2-5-6560	SIG SPEC FEE EVENT FOOD	\$1,373.95
2-7487-2-5-7020	SIG SPEC FEE COSPONSORSHIP EXP	\$350.00
2-7487-2-5-7060	SIG SPEC FEE PROGRAMMING EXP	\$200.00
2-7487-2-5-7080	SIG SPEC FEE EVENT SUPPLIES EXP	\$50.00
2-7487-2-5-7090	SIG SPEC FEE PRIOR YEAR EXP	-\$2,151.29
2-7487-2-5-7130	SIG SPEC FEE POSTAGE/COURIER	\$201.00
2-7487-2-5-7150	SIG SPEC FEE OFFICE SUPPLIES	\$88.71
2-7487-2-5-7220	SIG SPEC FEE MKTG COPIES/PRINT EXP	\$335.04
2-7487-2-5-7420	SIG SPEC FEE EQUIP RENTAL	\$718.00
2-7487-2-5-7510	SIG SPEC FEE FACILITIES RENTAL	\$115.00
2-7487-2-5-7520	SIG SPEC FEE FACILITIES JANITORIAL	\$402.50
2-7487-2-5-7720	SIG SPEC FEE GAS	\$33.60
2-7487-9-0-2820	SIG RESERVE	\$12,683.23