

Status: **Recommended with Modifications**

Financial Officer: Mitul Bhat

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(32,337.40)	\$13,650.00	\$13,094.00	\$13,094.00		
Undergraduate Special Fees		\$13,650.00	\$13,094.00	\$13,094.00		
7020 - Co-Sponsorship Expenses	\$(550.00)	\$550.00	\$550.00	\$550.00		
7130 - Postage/Courier	\$(400.00)	\$400.00	\$400.00	\$400.00		
7140 - Copies (Not Marketing)	\$(12,600.00)	\$12,600.00	\$12,044.00	\$12,044.00		
7150 - Office Supplies	\$(60.00)	\$60.00	\$60.00	\$60.00		
7220 - Marketing Copies / Print Expenses	\$(40.00)	\$40.00	\$40.00	\$40.00		
[All Expense Total]	\$(32,337.40)					

QUESTIONS & ANSWERS

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

We first applied in 2008 for 2008-2009 and then applied again last year for 2009-2010. Both times we were successful.

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

Yes, there is a \$350 increase which amounts to approximately 2.63% of our previous budget of \$13,300... this is mostly (\$300) being assigned to co-sponsorship expenses because we would like to co-sponsor more IR-related events (outside speakers, Stanford community member lunches, facilitating dialog discussions, etc.) to publicize the journal and enrich the quality of our content. The remaining \$50 is being assigned to postage/courier because we have found that mailing the journal to subscribers (who don't pay for the Journal) has become more expensive as the Post Office rates have increased.

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

We publish a biannual journal of student submitted international relations-related papers. This provides an opportunity to publish their work and enriches the intellectual community at Stanford.

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

Copies (non-marketing): \$12,600 -- the cost of printing two editions of the journal, with a little extra (~\$500) built in to account for rate increases by the publishers

Co-sponsorship: \$550 -- SJIR feels it's important to co-sponsor events particularly those related to important persons (leaders or professors) in the field of IR to publicize the Journal and include related content in a given issue; given that these speakers are often quite costly SJIR's co-sponsorship budget has to be higher than it has been in the past if it wants to do more

Distribution: \$400 -- the cost (including an increase due to higher postage rates) of sending the Journal to our subscribers who don't pay for it

What is the average attendance at your events?

We distribute ~300 copies of each issue of SJIR, about 50 of which are to institutional subscribers outside Stanford.

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

We use email campaigns to seek paper submissions and also to popularize the journal itself. We distribute the Journal in dorms and through in-person distribution sessions in White Plaza and other locations; we also have a subscriptions list of libraries and institutions that receive a (free) copy of each issue.

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.

We are not an umbrella group.

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

- 1) \$11,075.83 in current accounts statement
- 2) \$2,013.34 in reserves
- 3) none
- 4) none

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

We publish two editions of the Journal with student papers in the field of international relations along with special features or interviews, of interest to students, faculty and the broader intellectual community.

We also co-sponsor IR-related events, which in the past have included speaker events like President Musharraf, policy lunches with professors, and similar events that broaden the scope of international relations debate on campus and provide content to the Journal.

Why are you requesting Special Fees?

We are requesting Special Fees to support our substantial publications costs which we wouldn't be able to fund through the general funding process. SJIR has requested Special Fees in the past and been approved each year.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Bi-Annual IR Journal Publication		\$(12,600.00)	\$12,600.00	\$12,044.00	\$12,044.00		
Our magazine, which is published twice a year.							
Location:		Contact:		Attendance:			
Url:							
7140	<i>Budget to publish two editions of SJIR (~300 copies each) with Prodigy Press in Palo Alto</i>	\$(12,600.00)	\$12,600.00	\$12,044.00	\$12,044.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
Co-Sponsored Events		\$(550.00)	\$550.00	\$550.00	\$550.00		
The Stanford Journal of International Relations has begun a co-sponsorship program in 2007-8, working closely with Stanford in Government to host speakers such as Prof. Larry Diamond.							
Location:		Contact:		Attendance:		(total)	
Url:						UG:	Staff:
						Grad:	Other:
7020	<i>Co-Sponsoring events with other Stanford groups that involve speakers, lectures, and other academic events pertaining to international relations issues</i>	\$(550.00)	\$550.00	\$550.00	\$550.00		
Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)							
Distribution of Journal		\$(400.00)	\$400.00	\$400.00	\$400.00		
In order to distribute Journal, we need monies to pay for postage and office supplies. We distribute journals both in Winter and Spring.							
Location:		Contact:		Attendance:		(total)	
Url:						UG:	Staff:
						Grad:	Other:
7130	<i>Cost of mailing/delivering the Journal to fulfill SJIR's numerous (unpaid) subscriptions including postage, envelopes, etc.</i>	\$(400.00)	\$400.00	\$400.00	\$400.00		
Postage/Courier (Undergraduate Special Fees/Annual)							
General Overhead Expenses		\$(100.00)	\$100.00	\$100.00	\$100.00		
General Overhead							
Location:		Contact:		Attendance:			
Url:							
7150	<i>Office supplies for the Journal - royalty payments for photographs used (e.g. for the cover), equipment/software used for editing, layout, etc.</i>	\$(60.00)	\$60.00	\$60.00	\$60.00		
Office Supplies (Undergraduate Special Fees/Annual)							
7220	<i>Marketing costs for flyers to publicize co-sponsored events, the call for paper submissions, etc.</i>	\$(40.00)	\$40.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(13,650.00)	\$13,650.00	\$13,094.00	\$13,094.00		

ACCOUNT BALANCES

Account		Balance
2-7556-1-0-2800	ST JOURNAL OF INTERNATIONAL RELATIONS	\$0.00
2-7556-1-0-2830	SJIR STANFORD FUND	\$0.00
2-7556-2-5-6560	SJIR SPEC FEE EVENT FOOD	\$100.00
2-7556-2-5-7020	SJIR SPEC FEE COSPONSORSHIP EXP	\$200.00
2-7556-2-5-7130	SJIR SPEC FEE POSTAGE/COURIER	\$42.30
2-7556-2-5-7140	SJIR SPEC FEE COPIES (NOT MKTG)	\$10,693.51
2-7556-2-5-7150	SJIR SPEC FEE OFFICE SUPPLIES	\$40.02
2-7556-9-0-2820	SJIR SPEC FEE RESERVE	\$2,013.34