ASSU Special Fees

Status: **Recommended with Modifications**

Financial Officer: Katherine Chen

APPLICATION SUMMARY						
Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(28,568.90)	\$25,888.90	\$17,507.00	\$17,507.00		
Undergraduate Special Fees		\$25,888.90	\$17,507.00	\$17,507.00		
6090 - Labor Fees/Taxes	\$(1,560.00)	\$1,320.00	\$1,320.00	\$1,320.00		
6240 - Casual Labor	\$(200.00)	\$200.00	\$200.00	\$200.00		
6310 - Honoraria Fees	\$(8,450.00)	\$7,950.00	\$5,075.00	\$5,075.00		
6320 - Technical Services	\$(2,160.00)	\$1,835.00	\$1,835.00	\$1,835.00		
6500 - Training Mat	\$(900.00)	\$900.00	\$900.00	\$900.00		
6560 - Event Food	\$(6,318.00)	\$5,568.00	\$5,270.00	\$5,270.00		
7080 - Event Supplies Expenses	\$(250.00)	\$250.00	\$250.00	\$250.00		
7100 - General Office Expenses	\$(3,040.00)	\$2,190.00	\$650.00	\$650.00		
7140 - Copies (Not Marketing)	\$(50.00)	\$50.00	\$50.00	\$50.00		
7200 - General Marketing Expenses	\$(1,350.00)	\$1,450.00	\$0.00	\$0.00		
7220 - Marketing Copies / Print Expenses	\$(1,650.00)	\$2,305.00	\$255.00	\$255.00		
7420 - Equipment Rental	\$(1,190.90)	\$1,070.90	\$982.00	\$982.00		
7510 - Facilities Rental	\$(1,200.00)	\$600.00	\$600.00	\$600.00		
7720 - Gas	\$(250.00)	\$200.00	\$120.00	\$120.00		
[All Expense Total]	\$(28,568.90)					

ASSU Special Fees

QUESTIONS & ANSWERS

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

2009-2010: Application Totals Requested \$24,280.90 2008-2009: Application Totals Budgeted (\$34,269.50) Requested \$23,795.90 \$23,795.90

Budgeted (\$24,280.90) Received \$23,813.90 Approved \$22,985.90 Petitioned

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 in an increase to deal with higher marketing expenses; increased attendance at events especially conferences; and the pricev technical labor service fees that Stanford EL&S charges.

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

Providing business education, services, and outreach for undergraduates. All events benefit the Stanford community.

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

Our largest line item requests consist of honoraria fees. To honor the new \$10/person soft cap, I have reduced our year-to-year request of \$4500 for the idk2ceo business conference to \$4000. Event food for the two conferences is also a large request (\$1500 and \$1250 for wraps for lunch for conference attendees).

What is the average attendance at your events?

Average attendance of our winter conference is 300, while attendance of our spring conference is expected to be 400. Mentor Mochas expect 20 people per event; Power Panels expect 50 people per event; Business Bites expect 75 people per event.

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

We register all major events with Events at Stanford; we rely on marketing through postcards, e-flyering and Facebook as well as printing flyers (usually B&W to cut costs.)

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

other than Special		
2-8487-1-0-2800	ST WOMEN IN BUSINESS \$1,79	91.35
2-8487-1-0-2830	ST WOMEN IN BUSINESS STANFORD	FUND
\$172.00		
2-8487-1-0-9010	ST WOMEN IN BUSINESS O/S PURCH	ASE
ORDER \$497.16		
2-8487-2-5-6090	SWIB SPEC FEE LABOR FEES/TAXES	\$300.00
2-8487-2-5-6240	SWIB SPEC FEE CASUAL LABOR	\$200.00
2-8487-2-5-6310	SWIB SPEC FEE HONORARIA FEES	\$3,365.20
2-8487-2-5-6320	SWIB SPEC FEE TECHNICAL SERVICES	5
\$3,882.00		
2-8487-2-5-6500	SWIB SPEC FEE TRAINING MAT	\$0.00
2-8487-2-5-6560	SWIB SPEC FEE EVENT FOOD	\$4,145.23
2-8487-2-5-7100	SWIB SPEC FEE GENERAL OFFICE EXP	\$844.86
2-8487-2-5-7140	SWIB SPEC FEE COPIES (NOT MKTG)	\$213.74
2-8487-2-5-7200	SWIB SPEC FEE GEN MKTG EXP	\$375.182-
8487-2-5-7220 SWI	B SPEC FEE MKTG COPIES/PRINT EXP	
\$369.462-8487-2-5-	7420 SWIB SPEC FEE EQUIP REN	ITAL
\$693.74		
2-8487-2-5-7510	SWIB SPEC FEE FACILITIES RENTAL	
\$1,200.00		
2-8487-2-5-7720	SWIB SPEC FEE GAS \$250.00	
2-8487-9-0-2820	SWIB RESERVE \$5,572.33	

No non-ASSU bank accounts or other sources of funding.

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

Mentor Mochas, Power Panels, Business Education events ("Business Bites"), Springternship Spring Internship program, two annual conferences, and the Read 2 Lead community service program.

Why are you requesting Special Fees?

Stanford Women in Business has historically received all of its funding through the grace of Special Fees. As a high-profile student organization that really cares about empowering women and all undergraduates in business and providing business education opportunities, SWIB puts on many successful business education events, panels, and speaker series, as well as organizes a mentorship and spring internship (Springternship) program. Our two annual conferences are extremely well attended and we have received very positive feedback on them from the Stanford community.

ASSU Special Fees

3/26/2010

	В	UDGET DETA	IL.				
Business Bites		Budgeted \$(575.00)	Requested \$575.00	Recommend \$575.00	Approved \$575.00	Petitioned	Elected
This is a series of wor getting venture fundir	kshops on practical business skills held five times a yea ng, valuing a company, and personal finance. These are Jan. 23, Mar.6, April 10	r on such topics as:	case interview p	reparation, neg	otiation,		
Location: Tresidde Url:	r Oak West usually, but Old Union Ballroom	214	g@stanford.edu -507-4673		Attendance:	100(total) UG: 100 Staff: Grad: Other	
6090 Labor Fees/Taxes (Undergraduate Special	Estimated at \$60/event for 5 events	Budgeted \$(300.00)	Requested \$300.00	Recommend \$300.00	Approved \$300.00	Petitioned	Elected
Fees/Annual) 6310 Honoraria Fees (Undergraduate Special Fees/Annual)	Speaker gift to each speaker for 5 events	\$(275.00)	\$275.00	\$275.00	\$275.00		
Business Bites (Sma These are small, intim	all) nate sessions with one speaker, which are open to all of ear, twice in fall and twice in winter, only once in spring						
	s Community Center Conference Room	Contact: Lesli lesli			Attendance:	25(total) UG: 23 Staff: Grad: 2 Other	
6560 Event Food (Undergraduate Special	Event snacks for 25 people at \$2/person for 5 events	Budgeted \$(250.00)	Requested \$250.00	Recommend \$250.00	Approved \$250.00	Petitioned	Elected
of campus, including i	nembers may visit a company in the Bay Area. This is o men. The idea of the trips is to get a sense for the inter cur in late winter and early spring.	·		,			
Location: Off-cam Url:	pus companies (e.g., Google)		nma Garg g@stanford.edu -507-4673	I	Attendance:	20(total) UG: 20 Staff: Grad: Other	
7720 Gas (Undergraduate Special	Gas money for trips to companies in the Bay Area, budgeted at \$.2/mile for 50 miles for four cars, twice a year	Budgeted \$(100.00)	Requested \$80.00	Recommend \$0.00	Approved \$0.00	Petitioned	Elected
, , , , , , , , , , , , , , , , , , , ,	akers and hands-on workshops with the purpose to edu			5	<i>,</i> ,		
Location: Url:	ers range from recent grads pioneering their own innov	Contact:	O'S of multinatio	Shar corporation	Attendance:	400(total) UG: 300 Staff: Grad: 0 Other	
		Budgeted	Requested	Recommend	Approved	Petitioned100	Elected
6090 Labor Fees/Taxes (Undergraduate Special Fees/Annual)	4 table and chair workers at \$60/hr premium (Stanford Event Services)	\$(240.00)	\$240.00	\$240.00	\$240.00		
6240 Casual Labor (Undergraduate Special Fees/Annual)	Facilities labor costs (including setup, cleanup, unlocking facility	\$(200.00)	\$200.00	\$200.00	\$200.00		
6310 Honoraria Fees (Undergraduate Special Fees/Annual)	1 keynote honorarium x \$500/keynote honorarium + 20 workshop speaker gifts x \$200/gift; 400 students expected to attend	\$(4,500.00)	\$4,000.00	\$1,500.00	\$1,500.00		
6320 Technical Services (Undergraduate Special	5 technicians x \$79/technician	\$(395.00)	\$395.00	\$395.00	\$395.00		
Fees/Annual) 6560 Event Food (Undergraduate Special	250 lunch wraps for conference attendees x \$5/wrap	\$(1,250.00)	\$1,250.00	\$2,800.00	\$2,800.00		
Fees/Annual) 6560 Event Food (Undergraduate Special	300 snacks for conference attendees x \$2/snack	\$(600.00)	\$600.00	\$0.00	\$0.00		
Fees/Annual) 6560 Event Food (Undergraduate Special	250 water bottles x \$.50/bottle	\$(125.00)	\$125.00	\$0.00	\$0.00		
Fees/Annual)							

ASSU Special Fees

3/26/2010

		Budgeted	Requested	Recommend	Approved	Petitioned	Electe
dk2CEO Spring Busines		\$(10,987.60)	\$10,477.60	\$6,205.00	\$6,205.00		
	s and hands-on workshops with the purpose to ed			-			
	ange from recent grads pioneering their own inno		O's of multinati	onal corporation	ns.		
Location:		Contact:			Attendance:	400(total)	~ ~
Jrl:						UG: 300 Stat	
		D. de etc.d	Bernard	D	•	Grad: 0 Oth	
	150 codac y ¢ 70/coda	Budgeted	Requested	Recommend	Approved	Petitioned100	Electe
5560 Event Food	150 sodas x \$.70/soda	\$(105.00)	\$105.00	\$0.00	\$0.00		
Undergraduate Special							
ees/Annual)	Front Complian Control (company complex) with the	+(250.00)	+250.00	+250.00			
7080 Event Supplies Expenses	Event Supplies Costs (paper, copies, sign-in sheets, brochures) - essentially 1000 copies for	\$(250.00)	\$250.00	\$250.00	\$250.00		
Undergraduate Special	.05/copy + 400 color brochures x $.50/brochure$						
ees/Annual)							
7100	30 trash bags x \$1/trash bag	\$(30.00)	\$30.00	\$30.00	\$30.00		
General Office Expenses Undergraduate Special							
ees/Annual)							
7100	10 tablecloths x \$5/tablecloth	\$(50.00)	\$50.00	\$50.00	\$50.00		
General Office Expenses Undergraduate Special							
ees/Annual)							
7100	250 folders for conference attendees x \$1/folder	\$(250.00)	\$250.00	\$250.00	\$250.00		
General Office Expenses Undergraduate Special							
ees/Annual)							
7100	90 take-away souvenir mugs for attendees x	\$(900.00)	\$900.00	\$0.00	\$0.00		
General Office Expenses Undergraduate Special	\$10/mug						
ees/Annual)							
7200	Logo Design Services for \$100	\$(100.00)	\$100.00	\$0.00	\$0.00		
General Marketing Expenses							
Undergraduate Special Fees/Annual)							
7200	50 t-shirts for event logistics team x \$15/shirt.	\$(750.00)	\$750.00	\$0.00	\$0.00		
General Marketing Expenses	Will be worn at multiple events throughout the						
Undergraduate Special ees/Annual)	year.						
7220	1000 black & white flyers x \$.05/flyer	\$(50.00)	\$40.00	\$40.00	\$40.00		
Iarketing Copies / Print			·	·	•		
xpenses Undergraduate Special							
ees/Annual)							
7220	500 postcards x \$.5/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
Marketing Copies / Print							
Expenses Undergraduate Special							
ees/Annual)							
7220 Aarlusting Canico (Drint	300 color flyers x \$1/flyer	\$(300.00)	\$300.00	\$0.00	\$0.00		
1arketing Copies / Print Expenses							
Undergraduate Special							
ees/Annual)	2 hannan v #100/hannar	¢(200.00)	*200.00				
7220 1arketing Copies / Print	2 banners x \$100/banner	\$(200.00)	\$200.00	\$50.00	\$50.00		
xpenses							
Undergraduate Special							
ees/Annual) 7420	4 tables x \$10.65/day	\$(42.60)	\$42.60	\$0.00	\$0.00		
quipment Rental		φ(4 2.00)	φ+2.00	φ 0.0 0	φ0.00		
Undergraduate Special							
ees/Annual) 7420	10 Sound Systems x \$40/sound system	\$(400.00)	\$400.00	\$400.00	\$400.00		
Fquipment Rental		φ(+00.00)	_φ +00.00	.00.00	φ 4 00.00		
Undergraduate Special							
ees/Annual)		¢(640.00)	\$640.00	¢10.00	¢40.00		
arketing Expenses		\$(640.00)	\$640.00	\$40.00	\$40.00		
ocation:		Contact:			Attendance:		
Jrl:		contact.			Attenuance:		
-							
		Budgeted	Requested	Recommend	Approved	Petitioned	Electe
7220	General marketing business cards; 1000 cards;	\$(640.00)	\$640.00	\$40.00	\$40.00		
larketing Copies / Print	8 designs, \$80/design. One-time SWIB expense,						
xpenses Undergraduate Special	sustained use over the next couple years.						
ees/Annual)							
entor Mochas		\$(360.00)	\$360.00	\$120.00	\$120.00		
	s open to applicants throughout campus. While ap			NATE and a second second			

of campus, including men. These are dinner sessions with mentors from the graduate school of business to get help with understanding careers, business school, and applying for jobs. They happen three times a year, once every quarter: one in December, one in March, and one in May.

ASSU Special Fees

3/26/2010

Mentor Mo	chac		Budge \$(360.0		Requested \$360.00	Recommend \$120.00	Approved \$120.00	Petitione	.u	Elected
WIB's mer		s open to applicants throughout campus. While	· •			•				
		These are dinner sessions with mentors from								
	-	ring for jobs. They happen three times a year	-		-	•	•			
		impus restaurants, or WCC			Georgatos	ine in Flaren, an	Attendance:	20(total)		
Url:		impus restaurants, or wee	contact.		ge@stanford.e	du	Attenuancei	UG: 20	Staff:	
					89-8906			Grad:	Other:	
			Budge	eted	Requested	Recommend	Approved	Petitione		Elected
6560		Dinner at \$6/person for 20 people for 3 events	\$(360	.00)	\$360.00	\$120.00	\$120.00			
Event Food										
(Undergraduate Fees/Annual)	Special									
Philanthro	pv		\$(630.	00)	\$600.00	\$120.00	\$120.00			
		are open to membership, but require RSVP.		-	f campus, incl	uding men. SWI	B philanthropy			
events occu	ir twice a quar	ter, once in October, December, February, Ma	rch, April, and May.			-				
Location:	Off-campus	shelters, orphanages, and hospitals	Contact:	Lilliar	Tsay		Attendance:	15(total)		
Url:					/@stanford.edu	J		UG: 15	Staff:	
				650-8	862-2445			Grad:	Other:	
			Budge	eted	Requested	Recommend	Approved	Petitione	ed	Electe
7100		At each event, there are tokens we give out; for	\$(480	.00)	\$480.00	\$0.00	\$0.00			
General Office E Undergraduate		instance, at the Halloween event, we give out								
Fees/Annual)	opeda	bags and decorating supplies for orphans to go trick-or-treating. This is calculated at 10 small								
		gifts at \$5/each and paper and other supplies at								
		\$30/event.								
7720		6 4-car trips to San Jose, budgeted at 25 miles x	\$(150	.00)	\$120.00	\$120.00	\$120.00			
Gas		.2/mile								
(Undergraduate Fees/Annual)	e Special									
Power Pan	els		\$(2,220.	00)	\$2,220.00	\$1,720.00	\$1,720.00			
		-4 powerful businesswomen sharing their exp		-						
		people, and how to succeed in particular care								
	-	proximate dates are: Oct 24, Nov 12, Feb 6,			a year ao nen	,				
		h, or Old Union if available	Contact:	Oosh	ma Gara		Attendance:	75(total)		
Url:	Cypress Nor		contact.		@stanford.edu	J	Attenuance.	UG: 75	Staff:	
					507-4673			Grad:	Other:	
			Budge	eted	Requested	Recommend	Approved	Petitione		Elected
5090		Budgeted at \$60/event x 5 events	\$(300		\$300.00	\$300.00	\$300.00			
abor Fees/Tax										
Undergraduate ees/Annual)	Special									
6310		Speaker gift\$20 gift for each of 3 speakers at		.00)	\$300.00	\$300.00	\$300.00			
Ionoraria Fees			\$(300)				1			
		all 5 panels	\$(300.	,						
-			\$(300.	,						
ees/Annual)		all 5 panels			\$325.00	¢325.00	¢325.00			
ees/Annual) 5320	e Special	all 5 panels 1 tech person at \$65 for each of 5 events from	\$(300. \$(325.		\$325.00	\$325.00	\$325.00			
ees/Annual) 6320 Fechnical Servic Undergraduate	e Special	all 5 panels			\$325.00	\$325.00	\$325.00			
ees/Annual) 6320 Fechnical Servic Undergraduate Fees/Annual)	e Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS	\$(325.	.00)		·				
ees/Annual) 5320 Technical Servic Undergraduate Tees/Annual) 5560	e Special	all 5 panels 1 tech person at \$65 for each of 5 events from		.00)	\$325.00 \$500.00	\$325.00	\$325.00			
ees/Annual) 5320 echnical Servic Undergraduate ees/Annual) 5560 Event Food	e Special ces e Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS	\$(325.	.00)		·				
ees/Annual) 5320 Technical Servic Undergraduate ees/Annual) 5560 Event Food Undergraduate	e Special ces e Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person	\$(325.	.00)		·				
ees/Annual) 320 echnical Servic Undergraduate ees/Annual) 5560 Event Food Undergraduate ees/Annual) 7220	e Special Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5	\$(325.	.00)		·				
ees/Annual) 5320 Technical Service Undergraduate rees/Annual) 5560 Event Food Undergraduate rees/Annual) 7220 Marketing Copie	e Special Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person	\$(325 \$(500	.00)	\$500.00	\$0.00	\$0.00			
Fees/Annual) 5320 Fechnical Servivi Undergraduatee Fees/Annual) 5560 Event Food Undergraduatee Fees/Annual) 7220 Marketing Copie Expenses	e Special ces e Special e Special es / Print	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5	\$(325 \$(500	.00)	\$500.00	\$0.00	\$0.00			
Fees/Annual) 6320 Fechnical Servic Undergraduate Fees/Annual) 5560 Event Food Undergraduate fees/Annual) 7220 Marketing Copie Expenses Undergraduate Fees/Annual)	e Special ces e Special e Special es / Print	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events	\$(325 \$(500 \$(75	.00)	\$500.00	\$0.00 \$75.00	\$0.00			
rees/Annual) 5320 Fechnical Servic Undergraduate rees/Annual) 5560 Svent Food Undergraduate rees/Annual) 7220 Marketing Copie Sxpenses Undergraduate rees/Annual) 7420	e Special ces e Special e Special es / Print e Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events Budget \$24/Sound 1 package and 1 package for	\$(325 \$(500	.00)	\$500.00	\$0.00	\$0.00			
Fees/Annual) 5320 Fechnical Servic Undergraduate Fees/Annual) 5560 Event Food Undergraduate Fees/Annual) 7220 Marketing Copie Expenses Undergraduate Fees/Annual) 7420 Equipment Rent	e Special ces e Special es / Print es Special tal	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events	\$(325 \$(500 \$(75	.00)	\$500.00	\$0.00 \$75.00	\$0.00 \$75.00			
ees/Annual) 5320 echnical Servic Undergraduate ees/Annual) 5560 vvent Food Undergraduate ees/Annual) 7220 farketing Copie ixpenses Undergraduate ees/Annual) 7420 ixpuipment Rent Undergraduate	e Special ces e Special es / Print es Special tal	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events Budget \$24/Sound 1 package and 1 package for	\$(325 \$(500 \$(75	.00)	\$500.00	\$0.00 \$75.00	\$0.00 \$75.00			
ees/Annual) 5320 echnical Servic Undergraduate ees/Annual) 5560 Event Food Undergraduate ees/Annual) 7220 Marketing Copie Expenses Undergraduate ees/Annual) 7420 quipment Rent Undergraduate ees/Annual) 7420	e Special ces e Special es / Print e Special tal e Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events Budget \$24/Sound 1 package and 1 package for each of 5 events all year Facility rental in Cypress North for 5 events at	\$(325 \$(500 \$(75	.00) .00) .00)	\$500.00	\$0.00 \$75.00	\$0.00 \$75.00			
ees/Annual) 5320 echnical Servic Undergraduate ees/Annual) 5560 event Food Undergraduate ees/Annual) 7220 darketing Copie Expenses Undergraduate ees/Annual) 7420 Equipment Rent Undergraduate ees/Annual) 7420 Equipment Rent Undergraduate rees/Annual) 7420 Equipment Rent Undergraduate rees/Annual) 7510	e Special ces e Special es / Print es Special tal e Special tal e Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events Budget \$24/Sound 1 package and 1 package for each of 5 events all year	\$(325 \$(500 \$(75 \$(120	.00) .00) .00)	\$500.00 \$75.00 \$120.00	\$0.00 \$75.00 \$120.00	\$0.00 \$75.00 \$120.00			· · · · · · · · · · · · · · · · · · ·
ees/Annual) 5320 echnical Servic Undergraduate ees/Annual) 5560 event Food Undergraduate ees/Annual) 7220 Tarketing Copie expenses Undergraduate ees/Annual) 7420 Equipment Rent Undergraduate ees/Annual) 7420 acilities Rental Undergraduate	e Special ces e Special es / Print es Special tal e Special tal e Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events Budget \$24/Sound 1 package and 1 package for each of 5 events all year Facility rental in Cypress North for 5 events at	\$(325 \$(500 \$(75 \$(120	.00) .00) .00)	\$500.00 \$75.00 \$120.00	\$0.00 \$75.00 \$120.00	\$0.00 \$75.00 \$120.00			
ees/Annual) 5320 echnical Servic Undergraduate ees/Annual) 5560 Social to the service undergraduate ees/Annual) 7220 darketing Copie xipenses Undergraduate ees/Annual) 7420 equipment Rent Undergraduate ees/Annual) 7510 acilities Rental Undergraduate ees/Annual)	e Special ces e Special e Special es / Print e Special tal e Special 1 Special	all 5 panels 1 tech person at \$65 for each of 5 events from E&LS Snack for 50 people at 5 events at \$2/person 300 black and white flyers at \$.05/flyer for 5 events Budget \$24/Sound 1 package and 1 package for each of 5 events all year Facility rental in Cypress North for 5 events at	\$(325 \$(500 \$(75 \$(120	.00) .00) .00) .00)	\$500.00 \$75.00 \$120.00	\$0.00 \$75.00 \$120.00	\$0.00 \$75.00 \$120.00			
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ASSU Special Fees

Decident of the		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Read to Lead	mall cossions that hannon even two weeks for me	\$(910.00)	\$910.00	\$910.00	\$910.00		
	small sessions that happen every two weeks for men These events are small, open to the first 20 people v						
	read to lead session (i.e., one book read, with sever			sonry, membere	ship open to an		
	ommunity Center	Contact: Lesli			Attendance:	20(total)	
Url:			ege@stanford.e	du			aff:
		214-	289-8906				her:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220 Marketing Copies / Print	200 black and white flyers at \$.05/flyer	\$(10.00)	\$10.00	\$10.00	\$10.00		
Expenses							
(Undergraduate Special Fees/Annual)							
Winter Conference		\$(9,786.30)	\$9,776.30	\$7,567.00	\$7,567.00		
	erence focusing on a relevant theme affecting wome						
Pressure, Steps to Succe	ISS.						
Location:		Contact:			Attendance:		
Url:							
		Dudaatad	Desusated	Recommend	Ammunud	Petitioned	Flashad
6090	4 chair & table movers x \$60/hour x 2	Budgeted \$(480.00)	Requested \$480.00	\$480.00	Approved \$480.00	Petitioned	Elected
Labor Fees/Taxes	hours	φ(400.00)	¥400.00	¥+00.00	φ-00.00		
(Undergraduate Special							
Fees/Annual) 6310	<i>3 keynote honoraria x \$1000/gift+transportation</i>	\$(3,000.00)	\$3,000.00	\$3,000.00	\$3,000.00		
Honoraria Fees	expenses	-(-,-,-,-,-,)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, _ , _ , _ ,	, = , = 0 0 . 0 0		
(Undergraduate Special Fees/Annual)							
6310	Speaker gift to each speaker for 5 events	\$(375.00)	\$375.00	\$0.00	\$0.00		
Honoraria Fees				•			
(Undergraduate Special Fees/Annual)							
6320	1 technical person each event for 5 events, at	\$(325.00)	\$325.00	\$325.00	\$325.00		
Technical Services	E&LS rate of \$65						
(Undergraduate Special Fees/Annual)							
6320	5 technicians x \$79/hour x 2 hours	\$(790.00)	\$790.00	\$790.00	\$790.00		
Technical Services (Undergraduate Special							
Fees/Annual)							
6560	2 60-cup containers x \$2/package	\$(4.00)	\$4.00	\$0.00	\$0.00		
Event Food (Undergraduate Special							
Fees/Annual)							
6560 Event Food	5 24-packs of water x \$6/pack	\$(30.00)	\$30.00	\$0.00	\$0.00		
(Undergraduate Special							
Fees/Annual)	7 12	+(40.00)	+ 40,00	*****			
6560 Event Food	7 12-packs of soda x \$7/pack	\$(49.00)	\$49.00	\$0.00	\$0.00		
(Undergraduate Special							
Fees/Annual)	2 Jarge fruit nlatters v ¢75/nlatter	¢(150.00)	¢150.00	¢0.00	¢0.00		
6560 Event Food	2 large fruit platters x \$75/platter	\$(150.00)	\$150.00	\$0.00	\$0.00		
(Undergraduate Special							
Fees/Annual) 6560	<i>3 100-plate packages x \$5/package</i>	\$(15.00)	\$15.00	\$0.00	\$0.00		
Event Food	F F	φ(15.00)	<i>415.00</i>	40.00	40.00		
(Undergraduate Special							
Fees/Annual) 6560	10 dozen-bagel packages x \$10/dozen-bagel	\$(100.00)	\$100.00	\$0.00	\$0.00		
Event Food	package	4(200.00)	<i><i>q</i>₂<i>00100</i></i>	40.00	40100		
(Undergraduate Special Fees/Annual)							
6560	200 wraps for conference attendees x \$10/wrap	\$(2,000.00)	\$2,000.00	\$2,100.00	\$2,100.00		
Event Food	· · ·						
(Undergraduate Special Fees/Annual)							
6560	4 orange juice jugs x \$7/jug	\$(28.00)	\$28.00	\$0.00	\$0.00		
Event Food							
(Undergraduate Special Fees/Annual)							
6560	1 toothpick package x \$2/package	\$(2.00)	\$2.00	\$0.00	\$0.00		
Event Food (Undergraduate Special							
Fees/Annual)							
7100	10 trash bags x \$1/bag	\$(10.00)	\$10.00	\$10.00	\$10.00		
General Office Expenses (Undergraduate Special							
Fees/Annual)							
7100	3 2-packs of easel paper pads x \$5/pack	\$(90.00)	\$90.00	\$30.00	\$30.00		
General Office Expenses (Undergraduate Special							
Fees/Annual)							

ASSU Special Fees

3/26/2010

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Winter Conference		\$(9,786.30)	\$9,776.30	\$7,567.00	\$7,567.00		
	ference focusing on a relevant theme affecting wome	en in the business wor	'ld today. Past t	hemes include:	Grace Under		
Pressure, Steps to Succ	ess.						
Location:		Contact:			Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7100	13 12-packs of memo pads x \$5/pack	\$(80.00)	\$80.00	\$80.00	\$80.00	rentioned	Liceteu
General Office Expenses			1	1			
(Undergraduate Special Fees/Annual)							
7100	200 folders x \$1.50/folder	\$(300.00)	\$300.00	\$200.00	\$200.00		
General Office Expenses		φ(σσστοσ)	4000100	4200100	4200100		
(Undergraduate Special Fees/Annual)							
7140	1000 black & white copies x \$.05/copy for	\$(50.00)	\$50.00	\$50.00	\$50.00		
Copies (Not Marketing)	internal organization (i.e. for program summary,	φ(σστοσ)	400100	400100	400100		
(Undergraduate Special	etc.)						
Fees/Annual) 7200	80 business cards for executive board and	\$(600.00)	\$600.00	\$0.00	\$0.00		
General Marketing Expenses	conference team x \$20/stack for 30 people (Will	φ(000.00)	Ψ000.00	φ 0.00	φ0.00		
(Undergraduate Special	be used in both conferences)						
Fees/Annual) 7220	500 postcards x \$.50/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
Marketing Copies / Print		φ(230.00)	φ230.00	φ 0.00	φ 0. 00		
Expenses							
(Undergraduate Special Fees/Annual)							
7220	1000 black & white copies x \$.05/flyer	\$(50.00)	\$40.00	\$40.00	\$40.00		
Marketing Copies / Print			1				
Expenses (Undergraduate Special							
Fees/Annual)							
7220	500 color flyers at \$.50/flyer	\$(250.00)	\$250.00	\$0.00	\$0.00		
Marketing Copies / Print Expenses							
(Undergraduate Special							
Fees/Annual)							
7220 Marketing Copies / Print	500 postcards x \$.50/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
Expenses							
(Undergraduate Special							
Fees/Annual) 7420	2 tables x \$10.65/day x 1 day	\$(21.30)	\$21.30	\$0.00	\$0.00		
Equipment Rental	2 (ubles x \$10.05) ddy x 1 ddy	\$(21.50)	\$21.50	φ 0.00	\$0.00		
(Undergraduate Special							
Fees/Annual) 7420	1 podium x \$30/podium	\$(30.00)	\$30.00	¢30.00	¢30 00		
Fquipment Rental		\$(JO.UC)	\$30.00	\$30.00	\$30.00		
(Undergraduate Special							
Fees/Annual) 7420	1 Sound 1 package x \$24/hour x 8 hours	¢(102 00)	\$192.00	¢102.00	¢102 00		
7420 Equipment Rental	I Sound I package x #24/11001 x 0 110015	\$(192.00)	\$192.0U	\$192.00	\$192.00		
(Undergraduate Special							
Fees/Annual) 7420	2 table skirts x \$19/skirt	4/20 00)	00 004	00 004	~^^ oc+		
7420 Equipment Rental		\$(38.00)	\$38.00	\$38.00	\$38.00		
(Undergraduate Special							
Fees/Annual)	1 ccraan y ¢25/ccraan	#(JE 00)	67E 00	+0 00	*0.00		
7420 Equipment Rental	1 screen x \$25/screen	\$(25.00)	\$25.00	\$0.00	\$0.00		
(Undergraduate Special							
Fees/Annual)	175 abaims (for avant attendance and avanti)	+(202.20)	+202.00	+202.00			
7420 Equipment Rental	175 chairs (for event attendees and organizers) x \$1.15/chair	\$(202.00)	\$202.00	\$202.00	\$202.00		
(Undergraduate Special	Λ ψ1.15/Chan						
Fees/Annual)		<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
APPLICATION TOTAL	5	\$(26,458.90)	\$25,888.90	\$17,507.00	\$17,507.00		

ASSU Special Fees

[#4701]

3/26/2010

ACCOUNT BALANCES

Account		Balance
2-8487-1-0-2800	ST WOMEN IN BUSINESS	\$1,785.00
2-8487-1-0-2830	ST WOMEN IN BUSINESS STANFORD FUND	\$172.00
2-8487-1-0-9010	ST WOMEN IN BUSINESS O/S PURCHASE ORDER	\$1,820.76
2-8487-2-5-6090	SWIB SPEC FEE LABOR FEES/TAXES	\$251.00
2-8487-2-5-6240	SWIB SPEC FEE CASUAL LABOR	\$0.00
2-8487-2-5-6310	SWIB SPEC FEE HONORARIA FEES	\$3,298.57
2-8487-2-5-6320	SWIB SPEC FEE TECHNICAL SERVICES	\$3,003.98
2-8487-2-5-6500	SWIB SPEC FEE TRAINING MAT	\$0.00
2-8487-2-5-6560	SWIB SPEC FEE EVENT FOOD	\$2,948.05
2-8487-2-5-7100	SWIB SPEC FEE GENERAL OFFICE EXP	\$808.21
2-8487-2-5-7140	SWIB SPEC FEE COPIES (NOT MKTG)	\$65.15
2-8487-2-5-7200	SWIB SPEC FEE GEN MKTG EXP	\$375.18
2-8487-2-5-7220	SWIB SPEC FEE MKTG COPIES/PRINT EXP	\$369.46
2-8487-2-5-7420	SWIB SPEC FEE EQUIP RENTAL	\$97.86
2-8487-2-5-7510	SWIB SPEC FEE FACILITIES RENTAL	\$1,200.00
2-8487-2-5-7720	SWIB SPEC FEE GAS	\$250.00
2-8487-9-0-2820	SWIB RESERVE	\$5,438.68