

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)					

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	Budgeted (\$24,280.90)
Requested \$24,280.90	Received \$23,813.90
2008-2009: Application Totals	Budgeted (\$34,269.50)
Requested \$23,795.90	Approved \$22,985.90
Petitioned \$23,795.90	

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 pricey 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.

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

2-8487-1-0-2800	ST WOMEN IN BUSINESS	\$1,791.35
2-8487-1-0-2830	ST WOMEN IN BUSINESS STANFORD FUND	
		\$172.00
2-8487-1-0-9010	ST WOMEN IN BUSINESS O/S PURCHASE	
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	
		\$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	SWIB SPEC FEE MKTG COPIES/PRINT EXP	
\$369.462-8487-2-5-7420	SWIB SPEC FEE EQUIP RENTAL	
		\$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 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.

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.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Business Bites		\$(575.00)	\$575.00	\$575.00	\$575.00		
This is a series of workshops on practical business skills held five times a year on such topics as: case interview preparation, negotiation, getting venture funding, valuing a company, and personal finance. These are open to all of campus and advertised widely. Approximate dates are: Oct. 10, Nov.21, Jan. 23, Mar.6, April 10							
Location:	Trsidder Oak West usually, but Old Union Ballroom	Contact:		Ooshma Garg	Attendance:		100(total)
Url:				ogarg@stanford.edu			UG: 100
				214-507-4673			Grad: Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>Estimated at \$60/event for 5 events</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6310	<i>Speaker gift to each speaker for 5 events</i>	\$(275.00)	\$275.00	\$275.00	\$275.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
Business Bites (Small)		\$(250.00)	\$250.00	\$250.00	\$250.00		
These are small, intimate sessions with one speaker, which are open to all of campus but require RSVPs and only admit 25 as the limit. These happen five times a year, twice in fall and twice in winter, only once in spring. Approximate Dates are: Nov. 3, Dec. 3, Jan 15, Feb 26, April 20							
Location:	Women's Community Center Conference Room	Contact:		Leslie Georgatos	Attendance:		25(total)
Url:				lesliege@stanford.edu			UG: 23
				214-289-8906			Grad: 2
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>Event snacks for 25 people at \$2/person for 5 events</i>	\$(250.00)	\$250.00	\$250.00	\$250.00		
Event Food (Undergraduate Special Fees/Annual)							
Company Visits		\$(100.00)	\$80.00	\$0.00	\$0.00		
Twice a year, SWIB members may visit a company in the Bay Area. This is open to members only and requires RSVP; membership is open to all of campus, including men. The idea of the trips is to get a sense for the internal organization of companies, as well as how they present themselves. These occur in late winter and early spring.							
Location:	Off-campus companies (e.g., Google)	Contact:		Ooshma Garg	Attendance:		20(total)
Url:				ogarg@stanford.edu			UG: 20
				214-507-4673			Grad: Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7720	<i>Gas money for trips to companies in the Bay Area, budgeted at \$.2/mile for 50 miles for four cars, twice a year</i>	\$(100.00)	\$80.00	\$0.00	\$0.00		
Gas (Undergraduate Special Fees/Annual)							
idk2CEO Spring Business Conference		\$(10,987.60)	\$10,477.60	\$6,205.00	\$6,205.00		
A day of inspiring speakers and hands-on workshops with the purpose to educate and motivate business-minded undergraduates at every point in their career. Speakers range from recent grads pioneering their own innovative start-ups to CEO's of multinational corporations.							
Location:		Contact:			Attendance:		400(total)
Url:							UG: 300
							Grad: 0
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>4 table and chair workers at \$60/hr premium (Stanford Event Services)</i>	\$(240.00)	\$240.00	\$240.00	\$240.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6240	<i>Facilities labor costs (including setup, cleanup, unlocking facility)</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Casual Labor (Undergraduate Special Fees/Annual)							
6310	<i>1 keynote honorarium x \$500/keynote honorarium + 20 workshop speaker gifts x \$200/gift; 400 students expected to attend</i>	\$(4,500.00)	\$4,000.00	\$1,500.00	\$1,500.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	<i>5 technicians x \$79/technician</i>	\$(395.00)	\$395.00	\$395.00	\$395.00		
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>250 lunch wraps for conference attendees x \$5/wrap</i>	\$(1,250.00)	\$1,250.00	\$2,800.00	\$2,800.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>300 snacks for conference attendees x \$2/snack</i>	\$(600.00)	\$600.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>250 water bottles x \$.50/bottle</i>	\$(125.00)	\$125.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
idk2CEO Spring Business Conference		\$(10,987.60)	\$10,477.60	\$6,205.00	\$6,205.00		
A day of inspiring speakers and hands-on workshops with the purpose to educate and motivate business-minded undergraduates at every point in their career. Speakers range from recent grads pioneering their own innovative start-ups to CEO's of multinational corporations.							
Location:		Contact:		Attendance:		400(total)	
Url:						UG: 300	Staff: 0
						Grad: 0	Other:
						Petitioned 100	Elected
6560	150 sodas x \$.70/soda	\$(105.00)	\$105.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
7080	Event Supplies Costs (paper, copies, sign-in sheets, brochures) - essentially 1000 copies for .05/copy + 400 color brochures x .50/brochure	\$(250.00)	\$250.00	\$250.00	\$250.00		
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
7100	30 trash bags x \$1/trash bag	\$(30.00)	\$30.00	\$30.00	\$30.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	10 tablecloths x \$5/tablecloth	\$(50.00)	\$50.00	\$50.00	\$50.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	250 folders for conference attendees x \$1/folder	\$(250.00)	\$250.00	\$250.00	\$250.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	90 take-away souvenir mugs for attendees x \$10/mug	\$(900.00)	\$900.00	\$0.00	\$0.00		
General Office Expenses (Undergraduate Special Fees/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. Will be worn at multiple events throughout the year.	\$(750.00)	\$750.00	\$0.00	\$0.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7220	1000 black & white flyers x \$.05/flyer	\$(50.00)	\$40.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	500 postcards x \$.5/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	300 color flyers x \$1/flyer	\$(300.00)	\$300.00	\$0.00	\$0.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	2 banners x \$100/banner	\$(200.00)	\$200.00	\$50.00	\$50.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	4 tables x \$10.65/day	\$(42.60)	\$42.60	\$0.00	\$0.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	10 Sound Systems x \$40/sound system	\$(400.00)	\$400.00	\$400.00	\$400.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
Marketing Expenses		\$(640.00)	\$640.00	\$40.00	\$40.00		
Location:		Contact:		Attendance:			
Url:							
7220	General marketing business cards; 1000 cards; 8 designs, \$80/design. One-time SWIB expense, sustained use over the next couple years.	\$(640.00)	\$640.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
Mentor Mochas		\$(360.00)	\$360.00	\$120.00	\$120.00		
SWIB's mentor program is open to applicants throughout campus. While applicants must be members of SWIB, SWIB membership is open to all 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.							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Mentor Mochas							
		\$(360.00)	\$360.00	\$120.00	\$120.00		
SWIB's mentor program is open to applicants throughout campus. While applicants must be members of SWIB, SWIB membership is open to all 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.							
Location:	Off- or on-campus restaurants, or WCC	Contact: Leslie Georgatos lesliege@stanford.edu 214-289-8906			Attendance:	20(total) UG: 20 Grad:	Staff: Other:
Url:		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>Dinner at \$6/person for 20 people for 3 events</i>	\$(360.00)	\$360.00	\$120.00	\$120.00		
Event Food (Undergraduate Special Fees/Annual)							
Philanthropy							
		\$(630.00)	\$600.00	\$120.00	\$120.00		
SWIB philanthropic events are open to membership, but require RSVP. Membership is open to all of campus, including men. SWIB philanthropy events occur twice a quarter, once in October, December, February, March, April, and May.							
Location:	Off-campus shelters, orphanages, and hospitals	Contact: Lillian Tsay liltsay@stanford.edu 650-862-2445			Attendance:	15(total) UG: 15 Grad:	Staff: Other:
Url:		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7100	<i>At each event, there are tokens we give out; for instance, at the Halloween event, we give out 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.</i>	\$(480.00)	\$480.00	\$0.00	\$0.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7720	<i>6 4-car trips to San Jose, budgeted at 25 miles x .2/mile</i>	\$(150.00)	\$120.00	\$120.00	\$120.00		
Gas (Undergraduate Special Fees/Annual)							
Power Panels							
		\$(2,220.00)	\$2,220.00	\$1,720.00	\$1,720.00		
These are sessions with 3-4 powerful businesswomen sharing their experiences on particular topic, such as how to climb the corporate ladder, how to manage a team of people, and how to succeed in particular careers. These occur five times a year as well, twice in both fall and winter and once in the spring. Approximate dates are: Oct 24, Nov 12, Feb 6, Mar 18, Apr 16							
Location:	Cypress North, or Old Union if available	Contact: Ooshma Garg ogarg@stanford.edu 214-507-4673			Attendance:	75(total) UG: 75 Grad:	Staff: Other:
Url:		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>Budgeted at \$60/event x 5 events</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6310	<i>Speaker gift--\$20 gift for each of 3 speakers at all 5 panels</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	<i>1 tech person at \$65 for each of 5 events from E&M;LS</i>	\$(325.00)	\$325.00	\$325.00	\$325.00		
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>Snack for 50 people at 5 events at \$2/person</i>	\$(500.00)	\$500.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
7220	<i>300 black and white flyers at \$.05/flyer for 5 events</i>	\$(75.00)	\$75.00	\$75.00	\$75.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	<i>Budget \$24/Sound 1 package and 1 package for each of 5 events all year</i>	\$(120.00)	\$120.00	\$120.00	\$120.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>Facility rental in Cypress North for 5 events at \$120/rental</i>	\$(600.00)	\$600.00	\$600.00	\$600.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
Read to Lead							
		\$(910.00)	\$910.00	\$910.00	\$910.00		
Read to Lead is a set of small sessions that happen every two weeks for members to discuss books that teach leadership skills and career-oriented advice. These events are small, open to the first 20 people who sign up. This is open to members only; membership open to all of campus. There is one read to lead session (i.e., one book read, with several meetings) every quarter.							
Location:	Women's Community Center	Contact: Leslie Georgatos lesliege@stanford.edu 214-289-8906			Attendance:	20(total) UG: 20 Grad:	Staff: Other:
Url:		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6500	<i>20 people's books at \$15/book, 3 times a year; books may be reused next year</i>	\$(900.00)	\$900.00	\$900.00	\$900.00		
Training Mat (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Read to Lead		\$(910.00)	\$910.00	\$910.00	\$910.00		
Read to Lead is a set of small sessions that happen every two weeks for members to discuss books that teach leadership skills and career-oriented advice. These events are small, open to the first 20 people who sign up. This is open to members only; membership open to all of campus. There is one read to lead session (i.e., one book read, with several meetings) every quarter.							
Location:	Women's Community Center	Contact:		Leslie Georgatos	Attendance:		20(total)
Url:				lesliege@stanford.edu			UG: 20
				214-289-8906			Staff:
							Grad:
							Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	200 black and white flyers at \$.05/flyer	\$(10.00)	\$10.00	\$10.00	\$10.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
Winter Conference		\$(9,786.30)	\$9,776.30	\$7,567.00	\$7,567.00		
An annual women's conference focusing on a relevant theme affecting women in the business world today. Past themes include: Grace Under Pressure, Steps to Success.							
Location:		Contact:			Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	4 chair & table movers x \$60/hour x 2 hours	\$(480.00)	\$480.00	\$480.00	\$480.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6310	3 keynote honoraria x \$1000/gift+transportation expenses	\$(3,000.00)	\$3,000.00	\$3,000.00	\$3,000.00		
Honoraria Fees (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 E&LS rate of \$65	\$(325.00)	\$325.00	\$325.00	\$325.00		
Technical Services (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	5 24-packs of water x \$6/pack	\$(30.00)	\$30.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	7 12-packs of soda x \$7/pack	\$(49.00)	\$49.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	2 large fruit platters x \$75/platter	\$(150.00)	\$150.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	3 100-plate packages x \$5/package	\$(15.00)	\$15.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	10 dozen-bagel packages x \$10/dozen-bagel package	\$(100.00)	\$100.00	\$0.00	\$0.00		
Event Food (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)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Winter Conference		\$(9,786.30)	\$9,776.30	\$7,567.00	\$7,567.00		
An annual women's conference focusing on a relevant theme affecting women in the business world today. Past themes include: Grace Under Pressure, Steps to Success.							
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		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	200 folders x \$1.50/folder	\$(300.00)	\$300.00	\$200.00	\$200.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7140	1000 black & white copies x \$.05/copy for internal organization (i.e. for program summary, etc.)	\$(50.00)	\$50.00	\$50.00	\$50.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7200	80 business cards for executive board and conference team x \$20/stack for 30 people (Will be used in both conferences)	\$(600.00)	\$600.00	\$0.00	\$0.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7220	500 postcards x \$.50/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	1000 black & white copies x \$.05/flyer	\$(50.00)	\$40.00	\$40.00	\$40.00		
Marketing Copies / Print 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	500 postcards x \$.50/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
Marketing Copies / Print 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 (Undergraduate Special Fees/Annual)							
7420	1 podium x \$30/podium	\$(30.00)	\$30.00	\$30.00	\$30.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	1 Sound 1 package x \$24/hour x 8 hours	\$(192.00)	\$192.00	\$192.00	\$192.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	2 table skirts x \$19/skirt	\$(38.00)	\$38.00	\$38.00	\$38.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	1 screen x \$25/screen	\$(25.00)	\$25.00	\$0.00	\$0.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	175 chairs (for event attendees and organizers) x \$1.15/chair	\$(202.00)	\$202.00	\$202.00	\$202.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(26,458.90)	\$25,888.90	\$17,507.00	\$17,507.00		

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