

Status: **Recommended with Modifications**

Financial Officer: Christina Zhu

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(15,389.00)</b>	<b>\$14,389.00</b>	<b>\$4,573.50</b>	<b>\$4,573.50</b>		
Undergraduate Special Fees		\$14,389.00	\$4,573.50	\$4,573.50		
6310 - Honoraria Fees	\$(11,000.00)	\$11,000.00	\$1,648.00	\$1,648.00		
7140 - Copies (Not Marketing)	\$(1,027.00)	\$1,027.00	\$563.50	\$563.50		
7220 - Marketing Copies / Print Expenses	\$(308.00)	\$308.00	\$308.00	\$308.00		
7410 - Equipment Purchase (Non-Cap)	\$(2,054.00)	\$2,054.00	\$2,054.00	\$2,054.00		
[All Expense Total]	\$(15,389.00)					

**QUESTIONS & ANSWERS**

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

Yes, we have been approved for Special Fees in the past 3 years.

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

We have increased the amount for each line item by 2.7% (inflation).

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

SIC allows students to set up courses in areas that are currently under-explored at Stanford.

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

Honoraria Fees - often experts come and visit a SIC and this line item helps to enhance the class experience.

Equipment Purchase - instructors need to purchase equipment to make their courses happen.

Copies (not marketing) - instructors need to make copies to provide materials for their class.

**What is the average attendance at your events?**

Each quarter there are 6 to 15 courses (each courses usually has 2 instructors). These instructors attend training sessions. And each course usually has more than 10 students.

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

We plan to continue to improve our website and publicize Student Initiated Courses through email lists (dorm, student group, academic department lists).

**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: \$47,685.32
- 2) reserves: \$32,384.79
- 3) N/A
- 4) N/A

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

The courses that are offered through SIC are available to the entire undergraduate community. Anyone who has interest can submit an application to teach (or co-teach) a course and many faculty members are involved in the selection process, as well as in mentoring the instructors of each course.

**Why are you requesting Special Fees?**

Student Initiated Courses really enhance the academic experience at Stanford and instructors need funds to make their courses happen.

**BUDGET DETAIL**

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Copies (Not Marketing)</b>		<b>\$(1,027.00)</b>	<b>\$1,027.00</b>	<b>\$563.50</b>	<b>\$563.50</b>		
SIC instructors need to make copies of their syllabuses and academic readings for their classes.							
<b>Location:</b>	Stanford	<b>Contact:</b>		<b>Attendance:</b>		1050(total)	
<b>Url:</b>						UG: 900	Staff: 50
						Grad: 100	Other:
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7140</b>	<i>SIC instructors need to make copies of their syllabuses and academic readings for their classes.</i>	\$(1,027.00)	\$1,027.00	\$563.50	\$563.50		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>Equipment Purchase</b>		<b>\$(2,054.00)</b>	<b>\$2,054.00</b>	<b>\$2,054.00</b>	<b>\$2,054.00</b>		
SIC instructors need to purchase equipment for their classes.							
<b>Location:</b>	Stanford	<b>Contact:</b>		<b>Attendance:</b>		1050(total)	
<b>Url:</b>						UG: 900	Staff: 50
						Grad: 100	Other:
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7410</b>	<i>SIC instructors need to purchase equipment for their classes.</i>	\$(2,054.00)	\$2,054.00	\$2,054.00	\$2,054.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
<b>General Marketing Expenses</b>		<b>\$(308.00)</b>	<b>\$308.00</b>	<b>\$308.00</b>	<b>\$308.00</b>		
Each quarter SIC needs to advertise when potential instructors may apply and the courses offered for each quarter.							
<b>Location:</b>	Stanford	<b>Contact:</b>		<b>Attendance:</b>		1050(total)	
<b>Url:</b>						UG: 900	Staff: 50
						Grad: 100	Other:
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7220</b>	<i>Every quarter SIC needs to advertise when the application is available for instructors and what courses will be offered during the particular quarter.</i>	\$(308.00)	\$308.00	\$308.00	\$308.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
<b>Honoraria Fees</b>		<b>\$(11,000.00)</b>	<b>\$11,000.00</b>	<b>\$1,648.00</b>	<b>\$1,648.00</b>		
Honoraria Fees allow experts to visit the SIC classes as guest lecturers and really enhance the particular class.							
<b>Location:</b>	Stanford	<b>Contact:</b>		<b>Attendance:</b>		1050(total)	
<b>Url:</b>						UG: 900	Staff: 50
						Grad: 100	Other:
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>6310</b>	<i>Honoraria Fees allow experts to visit the SIC classes as guest lecturers and they also really enhance the particular class.</i>	\$(11,000.00)	\$11,000.00	\$1,648.00	\$1,648.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
<b>APPLICATION TOTALS</b>		<b>\$(14,389.00)</b>	<b>\$14,389.00</b>	<b>\$4,573.50</b>	<b>\$4,573.50</b>		

**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-8160-1-0-2800	STUDENT INITIATED COURSES	\$2,222.05
2-8160-2-5-6310	SIC SPEC FEE HONORARIA FEES	\$8,200.56
2-8160-2-5-6320	SIC SPEC FEE TECHNICAL SERVICES	\$200.00
2-8160-2-5-7140	SIC SPEC FEE COPIES (NOT MKTG)	\$824.86
2-8160-2-5-7220	SIC SPEC FEE MKTG COPIES/PRINT EXP	\$300.00
2-8160-2-5-7410	SIC SPEC FEE EQUIP (NON-CAP)	\$2,000.00
2-8160-9-0-2820	STUDENT INITIATED COURSES RESERVE	\$32,384.79