

Status: **Recommended with Modifications**

Financial Officer: Ricardo Perez

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(17,779.00)	\$17,779.00	\$11,754.00	\$11,754.00	\$17,779.00	
Undergraduate Special Fees		\$17,679.00	\$11,654.00	\$11,654.00	\$17,679.00	
6110 - Officer Salary	\$(6,000.00)	\$6,000.00	\$3,000.00	\$3,000.00	\$6,000.00	
6320 - Technical Services	\$(75.00)	\$75.00	\$75.00	\$75.00	\$75.00	
6500 - Training Mat	\$(200.00)	\$200.00	\$150.00	\$150.00	\$200.00	
6560 - Event Food	\$(909.00)	\$909.00	\$894.00	\$894.00	\$909.00	
7120 - Phone	\$(240.00)	\$240.00	\$240.00	\$240.00	\$240.00	
7140 - Copies (Not Marketing)	\$(55.00)	\$55.00	\$55.00	\$55.00	\$55.00	
7220 - Marketing Copies / Print Expenses	\$(40.00)	\$40.00	\$40.00	\$40.00	\$40.00	
7710 - Travel Fares	\$(5,160.00)	\$5,060.00	\$2,400.00	\$2,400.00	\$5,060.00	
7740 - Accomodations	\$(5,100.00)	\$5,100.00	\$4,800.00	\$4,800.00	\$5,100.00	
Graduate Special Fees		\$100.00	\$100.00	\$100.00	\$100.00	
7710 - Travel Fares	\$(5,160.00)	\$100.00	\$100.00	\$100.00	\$100.00	
[All Expense Total]	\$(17,779.00)					

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 applied for special fees the last three years and each time we had the budget voted on and passed by the student body.

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

Yes. Due to the increase in the ticket prices in the last year, the inflationary increase of 2.7% of the budget was added for plane tickets in order to offset the increase in costs.

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

Volunteers in Latin America is a grassroots organization committed to sustainable development and social improvement community initiatives. The purpose is to provide students with a hands-on learning experience while contributing to community work projects.

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

The three largest line items are officer salaries, travel to Ecuador, and accommodations for stays there. Officer salaries are help the officers to offset the cost of living in Ecuador and are payment for all the work needed to organize an international trip. Travel to Ecuador covers a small part of the plane tickets for the volunteers in order to make the trip more affordable and accommodations cover the living arrangements for the volunteers during the two months.

What is the average attendance at your events?

Volunteers in Latin America takes around 11 people to Ecuador for 2 months during the summer. In each of past couple of years we have ranged from 40 to 60 applications for the program.

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

We flyer campus and send emails out to all the lists drawing a variety of different applicants for the program.

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.

No.

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

Our current assets are \$22,434.17. Our reserves are \$782.99 and our funding primarily comes from special fees however we have had donations from various departments. We also charge a program fee however, we help pay for whatever the volunteers cannot cover.

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

Volunteers in Latin America organizes a summer trip to Quito, Ecuador where students get a hands on experience at grassroots community service, working in some of the poorest areas of Quito. Once back at Stanford, VILA encourages its members to take part in community events and organizes various different presentations drawing attention to the problems associated with street and working children.

Why are you requesting Special Fees?

We are requesting special fees because due to the high costs of the trip, travel and accommodations, we would be unable to afford all the expenditures.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
EVENT #1 – Volunteer Recruitment		\$(40.00)	\$40.00	\$40.00	\$40.00	\$40.00	
Flyers are put up to publicize for a series of meetings on campus to attract new volunteers. At this meeting, pictures and a video from the children's shelter are shown to potential applicants, and last year's volunteers share their experiences.							
Location:		Contact:			Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	<i>volunteer recruitment advertising, flyer paper and printing</i>	\$(30.00)	\$30.00	\$30.00	\$30.00	\$30.00	
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	<i>informative slide show, fall quarter</i>	\$(10.00)	\$10.00	\$10.00	\$10.00	\$10.00	
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
EVENT #10 – On-site Volunteer Orientation in Quito		\$(565.00)	\$565.00	\$565.00	\$565.00	\$565.00	
The entire VILA group will spend three days in downtown Quito becoming acquainted with the city and its customs. This includes tours of the city and visits to the shelter where volunteers will be working.							
Location:		Contact:			Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>food stipend for on-site volunteer orientation, \$15 x 11 volunteers</i>	\$(165.00)	\$165.00	\$165.00	\$165.00	\$165.00	
Event Food (Undergraduate Special Fees/Annual)							
7740	<i>hostel rooms for on-site volunteer orientation in Quito</i>	\$(400.00)	\$400.00	\$400.00	\$400.00	\$400.00	
Accommodations (Undergraduate Special Fees/Annual)							
Event #11- Daily Living Expenses in Quito		\$(5,395.00)	\$5,395.00	\$5,395.00	\$5,395.00	\$5,395.00	
All volunteers will live in the shelter, La Casa de la Niñez, for one month and live with a host family for one month. Lunch will be eaten at the shelter with the kids, while breakfast and dinner will be prepared and eaten independently or with host families.							
Location:		Contact:			Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6320	<i>internet, \$15 x 2 trip leaders</i>	\$(30.00)	\$30.00	\$30.00	\$30.00	\$30.00	
Technical Services (Undergraduate Special Fees/Annual)							
6320	<i>internet, \$5 x 9 volunteers</i>	\$(45.00)	\$45.00	\$45.00	\$45.00	\$45.00	
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>food stipend for shelters, \$40 x 8 weeks</i>	\$(320.00)	\$320.00	\$320.00	\$320.00	\$320.00	
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>food stipend for trip leaders, \$80 x 2 trip leaders</i>	\$(160.00)	\$160.00	\$160.00	\$160.00	\$160.00	
Event Food (Undergraduate Special Fees/Annual)							
7120	<i>phone purchases, \$50 x 2 trip leaders</i>	\$(100.00)	\$100.00	\$100.00	\$100.00	\$100.00	
Phone (Undergraduate Special Fees/Annual)							
7120	<i>phone cards</i>	\$(140.00)	\$140.00	\$140.00	\$140.00	\$140.00	
Phone (Undergraduate Special Fees/Annual)							
7710	<i>daily travel to work via Quito public transport</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	\$200.00	
Travel Fares (Undergraduate Special Fees/Annual)							
7740	<i>host family remuneration (includes breakfast and dinner for volunteers)</i>	\$(3,600.00)	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	
Accommodations (Undergraduate Special Fees/Annual)							
7740	<i>trip leader housing stipend</i>	\$(800.00)	\$800.00	\$800.00	\$800.00	\$800.00	
Accommodations (Undergraduate Special Fees/Annual)							

Volunteers In Latin America 8838

[#4703]

ASSU Special Fees

3/26/2010

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
EVENT #13 - Supervisor Stipend		\$(6,000.00)	\$6,000.00	\$3,000.00	\$3,000.00	\$6,000.00	
In order to entice qualified, reliable, and dedicated supervisors we are offering a \$2500/supervisor stipend to compensate for any money supervisors could have made by receiving a fellowship or working at home. It is fundamental to VILA, especially with the additional volunteers and multiple placements this year, to have fully dedicated and hard-working supervisors, so this stipend is an absolutely necessary expense.							
Location:		Contact:		Attendance:			
Url:							
6110	<i>two supervisors, \$3000 stipend each</i>	\$(6,000.00)	\$6,000.00	\$3,000.00	\$3,000.00	\$6,000.00	Elected
Officer Salary (Undergraduate Special Fees/Annual)							
EVENT #16 - Weekly dinners		\$(100.00)	\$100.00	\$100.00	\$100.00	\$100.00	
Volunteers and supervisors meet over a weekly dinner to discuss the week's events, give feedback, and express concerns about their work. This is conducted away from the shelter at a local restaurant in Quito to give the volunteers a mental break from their work.							
Location:		Contact:		Attendance:			
Url:							
7710	<i>travel stipend to an from weekly group dinners</i>	\$(100.00)	\$100.00	\$100.00	\$100.00	\$100.00	Elected
Travel Fares (Graduate Special Fees/Annual)							
EVENT #2-Volunteer Introductory Retreat		\$(200.00)	\$200.00	\$150.00	\$150.00	\$200.00	
Retreat starting early Saturday morning and ending Sunday afternoon that will introduce all volunteers to one another, launch off the Spring 2006 training session, and introduce the issues volunteers will face over the summer.							
Location:		Contact:		Attendance:			
Url:							
6500	<i>lodging and food</i>	\$(150.00)	\$150.00	\$150.00	\$150.00	\$150.00	Elected
Training Mat (Undergraduate Special Fees/Annual)							
6500	<i>gas stipend</i>	\$(50.00)	\$50.00	\$0.00	\$0.00	\$50.00	
Training Mat (Undergraduate Special Fees/Annual)							
EVENT #3 -Prefield Training: Spring Quarter		\$(55.00)	\$55.00	\$55.00	\$55.00	\$55.00	
Weekly meetings are held in Spring quarter to train and prepare students for the summer volunteer experience.							
Location:		Contact:		Attendance:			
Url:							
7140	<i>copies for Spring Quarter training course</i>	\$(55.00)	\$55.00	\$55.00	\$55.00	\$55.00	Elected
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
EVENT #7 - Debriefing meeting, fall quarter 2007		\$(465.00)	\$465.00	\$150.00	\$150.00	\$465.00	
Upon arrival back to campus, volunteers will meet to discuss their experiences, fill out evaluation forms, and help plan for the upcoming year.							
Location:		Contact:		Attendance:			
Url:							
6560	<i>food stipend for debriefing, \$15 x 11 volunteers</i>	\$(165.00)	\$165.00	\$150.00	\$150.00	\$165.00	Elected
Event Food (Undergraduate Special Fees/Annual)							
7740	<i>hostel rooms for debriefing outside Quito, ~\$27 x 11 volunteers</i>	\$(300.00)	\$300.00	\$0.00	\$0.00	\$300.00	
Accomodations (Undergraduate Special Fees/Annual)							
EVENT #9 -Travel to Ecuador		\$(4,860.00)	\$4,860.00	\$2,200.00	\$2,200.00	\$4,860.00	
10 volunteers and 2 supervisors will fly to Ecuador from their hometown airports in late June, and will return at the end of August.							
Location:		Contact:		Attendance:			
Url:							
7710	<i>roundtrip airfare to Quito, Ecuador</i>	\$(4,860.00)	\$4,860.00	\$2,200.00	\$2,200.00	\$4,860.00	Elected
Travel Fares (Undergraduate Special Fees/Annual)							
Final Dinner in Quito		\$(99.00)	\$99.00	\$99.00	\$99.00	\$99.00	
Dinner the last week of volunteer work to celebrate.							
Location:		Contact:		Attendance:		11(total)	
Url:						UG: 11	Staff: 0
						Grad: 0	Other: 0
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Final Dinner in Quito	\$(99.00)	\$99.00	\$99.00	\$99.00	\$99.00	
Dinner the last week of volunteer work to celebrate.						
Location:	Contact:		Attendance:			
Uri:					11(total)	
					UG: 11	Staff: 0
					Grad: 0	Other: 0
6560	\$(99.00)	\$99.00	\$99.00	\$99.00	\$99.00	
<i>final dinner in Quito</i>						
Event Food						
(Undergraduate Special						
Fees/Annual)						
APPLICATION TOTALS	\$(17,779.00)	\$17,779.00	\$11,754.00	\$11,754.00	\$17,779.00	

ACCOUNT BALANCES

Account		Balance
1-8838-0-0-1700	VOLUNTEERS IN LATIN AMER LOAN ACCT (VILA)	\$0.00
2-8838-1-0-2800	VOLUNTEERS IN LATIN AMERICA	\$10,911.18
2-8838-2-5-6110	VILA SPEC FEE OFFICER SALARY	\$6,000.00
2-8838-2-5-7220	VILA SPEC FEE MKTG COPIES/PRINT EXP	\$40.00
2-8838-2-5-7710	VILA SPEC FEE TRAVEL FARES	\$4,700.00
2-8838-9-0-2820	VOLUNTEERS IN LATIN AMER RESERVE	\$713.00