

Status: **Recommended As-is**

Financial Officer: Heather Kirton

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(130,621.56)	\$121,371.56	\$121,371.56	\$121,371.56		
Joint Special Fees		\$121,371.56	\$121,371.56	\$121,371.56		
6090 - Labor Fees/Taxes	\$(4,186.56)	\$4,186.56	\$4,186.56	\$4,186.56		
6110 - Officer Salary	\$(30,030.00)	\$30,030.00	\$30,030.00	\$30,030.00		
6410 - Health Insurance	\$(3,750.00)	\$3,750.00	\$3,750.00	\$3,750.00		
7120 - Phone	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
7130 - Postage/Courier	\$(50.00)	\$50.00	\$50.00	\$50.00		
7140 - Copies (Not Marketing)	\$(150.00)	\$150.00	\$150.00	\$150.00		
7150 - Office Supplies	\$(150.00)	\$150.00	\$150.00	\$150.00		
7180 - Educational Literature	\$(1,300.00)	\$1,300.00	\$1,300.00	\$1,300.00		
7200 - General Marketing Expenses	\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		
7510 - Facilities Rental	\$(18,500.00)	\$9,250.00	\$9,250.00	\$9,250.00		
7710 - Travel Fares	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
7870 - Legal Fees	\$(68,005.00)	\$68,005.00	\$68,005.00	\$68,005.00		
[All Expense Total]	\$(130,621.56)					

QUESTIONS & ANSWERS

Briefly, why are you applying Joint instead of as Undergraduate or Graduate only?

We serve both undergraduate and graduate students.

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

Freshman Orientation; Student Directory; Unofficial Guide; Grad Events Bulletin; ASSU website; Facebook.

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.

Not applicable.

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

The LCO provides legal advice to all registered Stanford students and their spouses and domestic partners. The LCO is staffed by attorneys from McManis Faulkner, a San Jose firm of 20+ trial lawyers and a wide range of experience, including business, intellectual property, consumer, personal injury, criminal and family law cases and matters. The attorneys are on campus on Tuesday and Thursday afternoons to meet with students. The office coordinator is in the office on Mondays, Tuesdays and Thursdays to schedule appointments. The service is provided without charge. (Students that request a refund of the current assessment for the LCO are not eligible for the services of the LCO.)

Please provide four contacts for your group (two undergraduate, two graduate).

These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.

Angelina Cardona - ASSU President - Policy Board Member - president@assu.stanford.edu
 Juany Torres - ASSU Undergraduate Senate Representative - Policy Board Member - juany@stanford.edu
 Elizabeth Kolbe - Law Association Student Representative - Policy Board Member - eakolbe@gmail.com
 Teddy Kider - Law Association Student Representative - Policy Board Member - tkider@stanford.edu

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

Not applicable.

What percentage of your beneficiaries are (explain basis or how this was determined) graduates and undergraduates?

35% Undergraduate
 65% Graduate

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 as submitted.

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

There is a 3.67% increase due to cost of living increases and insurance. We have scrutinized the accounts to reflect real expenses and to keep increases down.

List separately your group's plan and budget for reaching each target audience for Graduate Students- 1) On-campus, 2) Off-campus, and Undergraduate Students.

Not applicable.

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

Reserve Account 2-5050-9-0-2820 \$67,882.47

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

7870 - Legal Fees
 7510 - Facilities Rental
 6110 - Salaries
 Similar to any business, the largest expenses are for staffing and facilities.

What is the average attendance at your events?

Not applicable.

Why are you requesting Special Fees?

The ASSU LCO exists solely because the students have chosen to retain this service by funding us every year for over 35 years. We believe that we are a valuable resource to the students at a reasonable cost. Everything we do here is meant to benefit Stanford students by helping them to properly address issues that frequently carry significant consequences for them here at Stanford and as they leave Stanford to pursue their life goals.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Legal Counseling Special Fees		\$(121,371.56)	\$121,371.56	\$121,371.56	\$121,371.56		
General event which incorporates all Legal Counseling Special Fees							
Location:	Contact:				Attendance:	450(total)	
Url:						UG: 150	Staff: 0
						Grad: 300	Other: 0
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>Monies to pay the legally required taxes associated with payroll.</i>	\$(4,186.56)	\$4,186.56	\$4,186.56	\$4,186.56		
Labor Fees/Taxes (Joint Special Fees/Annual)							
6110	<i>Salary for the financial officer and the office coordinator.</i>	\$(30,030.00)	\$30,030.00	\$30,030.00	\$30,030.00		
Officer Salary (Joint Special Fees/Annual)							
6410	<i>Monies to cover dental insurance and 50% of health insurance for the office coordinator.</i>	\$(3,750.00)	\$3,750.00	\$3,750.00	\$3,750.00		
Health Insurance (Joint Special Fees/Annual)							
7120	<i>Phone service to the office and conference room.</i>	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
Phone (Joint Special Fees/Annual)							
7130	<i>Small amount allocated to use as necessary.</i>	\$(50.00)	\$50.00	\$50.00	\$50.00		
Postage/Courier (Joint Special Fees/Annual)							
7140	<i>Miscellaneous copying for the office and attorneys.</i>	\$(150.00)	\$150.00	\$150.00	\$150.00		
Copies (Not Marketing) (Joint Special Fees/Annual)							
7150	<i>Consumables like printer ink, pens and paper, file folders.</i>	\$(150.00)	\$150.00	\$150.00	\$150.00		
Office Supplies (Joint Special Fees/Annual)							
7180	<i>This allows us to keep the California codes and legal reference books up to date for the students and attorneys to use.</i>	\$(1,300.00)	\$1,300.00	\$1,300.00	\$1,300.00		
Educational Literature (Joint Special Fees/Annual)							
7200	<i>These expenses relate to advertising in the UG and Stanford Directory, printing materials to distribute.</i>	\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		
General Marketing Expenses (Joint Special Fees/Annual)							
7510	<i>This covers heat, insurance and all other charges to the ASSU for the office space.</i>	\$(9,250.00)	\$9,250.00	\$9,250.00	\$9,250.00		
Facilities Rental (Joint Special Fees/Annual)							
7710	<i>Parking permits for the lawyers.</i>	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
Travel Fares (Joint Special Fees/Annual)							
7870	<i>This is what we are charged by the law firm to have attorneys on site two afternoons a week during the academic year and one afternoon a week during the summer. The attorneys take calls from students during periods the office is closed and for emergencies.</i>	\$(68,005.00)	\$68,005.00	\$68,005.00	\$68,005.00		
Legal Fees (Joint Special Fees/Annual)							
APPLICATION TOTALS		\$(121,371.56)	\$121,371.56	\$121,371.56	\$121,371.56		

ACCOUNT BALANCES

Account		Balance
2-5050-1-0-2800	LEGAL COUNSELING	\$12.98
2-5050-2-5-6090	LEGAL SPEC FEE LABOR FEES/TAXES	\$1,741.66
2-5050-2-5-6110	LEGAL SPEC FEE OFFICER SALARY	\$8,802.08
2-5050-2-5-6410	LEGAL SPEC FEE HEALTH INSURANCE	-\$719.21
2-5050-2-5-7090	LEGAL SPEC FEE PRIOR YEAR EXP	-\$5,750.00
2-5050-2-5-7120	LEGAL SPEC FEE PHONE	\$562.62
2-5050-2-5-7130	LEGAL SPEC FEE POSTAGE/COURIER	\$49.56
2-5050-2-5-7140	LEGAL SPEC FEE COPIES (NOT MKTG)	\$80.52
2-5050-2-5-7150	LEGAL SPEC FEE OFFICE SUPPLIES	\$80.91
2-5050-2-5-7180	LEGAL SPEC FEE ED LITERATURE	\$808.90
2-5050-2-5-7200	LEGAL SPEC FEE GEN MKTG EXP	\$850.07
2-5050-2-5-7710	LEGAL SPEC FEE TRAVEL FARES	\$75.25
2-5050-2-5-7870	LEGAL SPEC FEE LEGAL FEES	\$6,315.00
2-5050-2-5-7900	LEGAL SPEC FEE OVERHEAD EXP	\$9,250.00
2-5050-9-0-2820	LEGAL RESERVE	\$67,882.47