

Status: **Recommended with Modifications**

Financial Officer: Evelyn Lupimo

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(53,700.00)	\$28,300.00	\$20,627.50	\$20,627.50		
Undergraduate Special Fees		\$28,300.00	\$20,627.50	\$20,627.50		
6310 - Honoraria Fees	\$(16,500.00)	\$16,500.00	\$12,277.50	\$12,277.50		
6340 - Security Services	\$(300.00)	\$300.00	\$200.00	\$200.00		
6560 - Event Food	\$(2,500.00)	\$2,500.00	\$1,800.00	\$1,800.00		
7220 - Marketing Copies / Print Expenses	\$(700.00)	\$700.00	\$500.00	\$500.00		
7420 - Equipment Rental	\$(1,500.00)	\$1,500.00	\$1,000.00	\$1,000.00		
7510 - Facilities Rental	\$(1,000.00)	\$1,000.00	\$700.00	\$700.00		
7520 - Facilities Janitorial	\$(500.00)	\$500.00	\$350.00	\$350.00		
7710 - Travel Fares	\$(3,500.00)	\$3,500.00	\$2,500.00	\$2,500.00		
7740 - Accomodations	\$(1,800.00)	\$1,800.00	\$1,300.00	\$1,300.00		
[All Expense Total]	\$(53,700.00)					

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 each year.

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

Yes. This year we decided we would bring speakers and performers from the African diaspora at large in addition to our African performers as a way of catering to the entire undergraduate community and give them a chance to explore not just African cultures but African-Latino, African-Brazilian and African-Asian as well. For this reason, our costs were high. We are also planing on bringing a high profile speaker, which will need high honorarium fee (we'll ask for co-sponsorship to help cover the costs). We are planing on hosting similar events next year because they have proven to be a success.

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

The Stanford African Students Association is requesting Special Fees to support intellectual, cultural, and social events on the Stanford campus that promote awareness about the African continent. These events include: cultural shows, keynote speakers, soccer tournaments, quiz shows, and open mics. All events encourage Stanford students, faculty, and staff from any cultural background to participate.

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

Honorarium payments. We have had a variety of performers at our cultural show this year, whereby we had to pay high honoraria fees, and we are planing on having a high profile speaker next quarter. We intend to have speakers and performers of a similar nature next year. We had to cater African food as a way of integrating different cultures in African diaspora at all the large events we held, making a large event food budget request. Accommodation for our speakers will need a lot of money since some of the speakers are high profile, like political figures and musicians.

What is the average attendance at your events?

Our events usually draw from 150 to 200 people depending on the speaker. This year we had over 200 people attend the African Cultural show. Our speakers, like the Exiled King of Rwanda usually draw about 150 people.

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

We publicize our events using fliers, as well as emails to various lists and word of mouth. Yes, we are registered with Events at Stanford.

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

Reserves: \$6062.66

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

We have Trivia Afrique, which is an initiative to encourage the wider Stanford community to learn about Africa and the African Diaspora through an interactive game show, African Cultural show, an event aimed at celebrating and sharing in African culture through performances and food, Africa week which is an assortment of activities to increase awareness of the continent, including a soccer tournament. We also have keynote speakers who discuss the political, social and economic situation in their regions.

Why are you requesting Special Fees?

The Stanford African Students Association is requesting Special Fees to support intellectual, cultural, and social events on the Stanford campus that promote awareness about the African continent. These events include: cultural shows, keynote speakers, soccer tournaments, quiz shows, and open mics. All events encourage Stanford students, faculty, and staff from any cultural background to participate.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Events Budget for 2011-2012		\$(28,300.00)	\$28,300.00	\$20,627.50	\$20,627.50		
Budget for the year							
Location:	Contact:			Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6310	Honorarium for speakers and performers in the Autumn(3500), Winter(10000), Spring(3000)	\$(16,500.00)	\$16,500.00	\$12,277.50	\$12,277.50		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6340	Security services for speakers who require security like presidents and kings (SUDPS subsidizes the cost).	\$(300.00)	\$300.00	\$200.00	\$200.00		
Security Services (Undergraduate Special Fees/Annual)							
6560	Food for the events.	\$(2,500.00)	\$2,500.00	\$1,800.00	\$1,800.00		
Event Food (Undergraduate Special Fees/Annual)							
7220	Printing fliers for the events	\$(700.00)	\$700.00	\$500.00	\$500.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	Renting the necessary equipment for the events. For instance, Stanford's Event Services charge about \$2000 for their equipment (sound system, lighting, music/DJ system)	\$(1,500.00)	\$1,500.00	\$1,000.00	\$1,000.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	Renting the buildings where the events take place. For instance, Bechtel International Center's Assembly room requires a \$50 rental fee for every booking made.	\$(1,000.00)	\$1,000.00	\$700.00	\$700.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
7520	Clean-up as well as opening and locking of the rooms.	\$(500.00)	\$500.00	\$350.00	\$350.00		
Facilities Janitorial (Undergraduate Special Fees/Annual)							
7710	Airfare for autumn(300) Winter(1200) Spring(2000).	\$(3,500.00)	\$3,500.00	\$2,500.00	\$2,500.00		
Travel Fares (Undergraduate Special Fees/Annual)							
7740	Accommodation for speakers in Fall(300) Winter(300) Spring(1200)	\$(1,800.00)	\$1,800.00	\$1,300.00	\$1,300.00		
Accommodations (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(28,300.00)	\$28,300.00	\$20,627.50	\$20,627.50		

ACCOUNT BALANCES

Account		Balance
2-6913-1-0-2800	SASA - ST AFRICAN STUDENTS ASSN	\$532.76
2-6913-1-0-2830	SASA STANFORD FUND	\$0.00
2-6913-1-0-9010	SASA O/S PURCHASE ORDER	\$2,859.34
2-6913-2-5-6310	SASA SPEC FEE HONORARIA FEES	\$6,755.00
2-6913-2-5-6340	SASA SPEC FEE SECURITY SERVICES	\$304.00
2-6913-2-5-6560	SASA SPEC FEE EVENT FOOD	\$654.77
2-6913-2-5-7020	SASA SPEC FEE COSPONSORSHIP EXP	\$500.00
2-6913-2-5-7060	SASA SPEC FEE PROGRAMMING EXP	\$1,000.00
2-6913-2-5-7090	SASA SPEC FEE PRIOR YEAR EXP	\$128.00
2-6913-2-5-7420	SASA SPEC FEE EQUIP RENTAL	\$0.00
2-6913-2-5-7510	SASA SPEC FEE FACILITIES RENTAL	\$270.00
2-6913-2-5-7520	SASA SPEC FEE FACILITIES JANITORIAL	\$100.00
2-6913-2-5-7720	SASA SPEC FEE GAS	\$700.00
2-6913-7-5-7020	SASA BSU SPEC FEE COSPONSORSHIP EXP	\$100.00
2-6913-9-0-2820	SASA RESERVE	\$6,062.66