

Status: **Recommended with Modifications**

Financial Officer: Alejandro Virrueta

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(36,732.80)</b>	<b>\$18,366.40</b>	<b>\$13,032.60</b>	<b>\$13,032.60</b>		
Undergraduate Special Fees		\$18,366.40	\$13,032.60	\$13,032.60		
6560 - Event Food	\$(14,784.00)	\$7,392.00	\$4,825.10	\$4,825.10		
7080 - Event Supplies Expenses	\$(800.00)	\$400.00	\$300.00	\$300.00		
7140 - Copies (Not Marketing)	\$(200.00)	\$100.00	\$100.00	\$100.00		
7150 - Office Supplies	\$(500.00)	\$250.00	\$150.00	\$150.00		
7510 - Facilities Rental	\$(900.00)	\$450.00	\$450.00	\$450.00		
7720 - Gas	\$(748.80)	\$374.40	\$374.40	\$374.40		
7730 - Car / Van Rental	\$(16,800.00)	\$8,400.00	\$5,833.10	\$5,833.10		
7820 - Registration Expense	\$(2,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
[All Expense Total]	\$(36,732.80)					

## QUESTIONS & ANSWERS

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

The group has applied for Special Fees in the past 3 years; personally, this is my first time. I believe we have been granted the funds requested.

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

The only increase is the 1.5% due to inflation.

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

We match interested Stanford students with elementary school children from East Palo Alto, host weekly tutoring sessions, and provide necessary materials for tutoring.

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

Car rentals, event food, and facilities rental (most expensive because that is how much is charge for their services).

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

Per tutoring session, there is an average of 30 people (coordinators, tutors, and other students studying in El Centro Chicano).

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

Activities fair, emails through chat lists, flyers, and Events at Stanford (although we have not yet signed up).

**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: current office supplies (remaining pens, pencils, paper, workbooks, books, etc.)
- 2) Reserve: \$14,508.85

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

Our group is a community service organization; we match Stanford students interested in education/community service with children from East Palo Alto and host tutoring sessions. Our sessions occur every Friday and Saturday.

**Why are you requesting Special Fees?**

I am requesting Special Fees since our group has a large operating budget, and the group has applied for special fees in past years.

**BUDGET DETAIL**

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Barrio Assistance Tutoring</b>		<b>\$(18,366.40)</b>	<b>\$18,366.40</b>	<b>\$13,032.60</b>	<b>\$13,032.60</b>		
Friday and Saturday tutoring sessions held weekly at El Centro Chicano. These two hours programs allow elementary and middle school students from East Palo Alto and Menlo Park to interact with Stanford student tutors, who help them with their schoolwork and provide mentoring.							
<b>Location:</b>	El Centro Chicano	<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>6560</b>	Event Food (Undergraduate Special Fees/Annual)	Need to provide meals for our Stanford tutors since BA operates during dinning hall hours. Food is always available to other Stanford students.	\$(7,392.00)	\$7,392.00	\$4,825.10	\$4,825.10	
<b>7080</b>	Event Supplies Expenses (Undergraduate Special Fees/Annual)	Covers costs of plates, cups, napkins, pencils, pens, paper, small whiteboards, markers, erasers, binders, workbooks, and general materials for activities.	\$(400.00)	\$400.00	\$300.00	\$300.00	
<b>7140</b>	Copies (Not Marketing) (Undergraduate Special Fees/Annual)	Need to make copies of worksheets from textbooks for tutors to use, and copies of tutee applications/pamphlets, etc.	\$(100.00)	\$100.00	\$100.00	\$100.00	
<b>7150</b>	Office Supplies (Undergraduate Special Fees/Annual)	Covers costs for pencils, pens, paper, staples, paper clips, and printing (used when creating applications for schools, parents, tutees, tutors, etc.).	\$(250.00)	\$250.00	\$150.00	\$150.00	
<b>7510</b>	Facilities Rental (Undergraduate Special Fees/Annual)	Thank you/Graduation ceremony for tutors and tutees for their volunteer work and effort. Hosted at the end of the academic year. Need to seat approx. 160 people in a Tressider Conference room.	\$(450.00)	\$450.00	\$450.00	\$450.00	
<b>7720</b>	Gas (Undergraduate Special Fees/Annual)	Need to pay for gas used with Enterprise rental cars.	\$(374.40)	\$374.40	\$374.40	\$374.40	
<b>7730</b>	Car / Van Rental (Undergraduate Special Fees/Annual)	Need to use Zipcars/Enterprise rentals to pick up/drop off tutees from East Palo Alto.	\$(8,400.00)	\$8,400.00	\$5,833.10	\$5,833.10	
<b>7820</b>	Registration Expense (Undergraduate Special Fees/Annual)	Will need to fingerprint approximately 50 tutors/coordinators/drivers for 2011-2012.	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00	
<b>APPLICATION TOTALS</b>			<b>\$(18,366.40)</b>	<b>\$18,366.40</b>	<b>\$13,032.60</b>	<b>\$13,032.60</b>	

**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-5291-1-0-2800	BARRIO ASSISTANCE	\$0.78
2-5291-1-0-2830	BARRIO ASSISTANCE STANFORD FUND	\$16.33
2-5291-1-0-9010	BARRIO ASST O/S PURCHASE ORDER	\$0.00
2-5291-2-5-6310	BARRIO SPEC FEE HONORARIA FEES	\$300.00
2-5291-2-5-6560	BARRIO SPEC FEE EVENT FOOD	\$299.11
2-5291-2-5-7080	BARRIO SPEC FEE EVENT SUPPLIES EXP	\$437.59
2-5291-2-5-7090	BARRIO SPEC FEE PRIOR YEAR EXP	-\$500.00
2-5291-2-5-7130	BARRIO SPEC FEE POSTAGE/COURIER	\$50.00
2-5291-2-5-7140	BARRIO SPEC FEE COPIES (NOT MKTG)	\$150.00
2-5291-2-5-7150	BARRIO SPEC FEE OFFICE SUPPLIES	\$404.38
2-5291-2-5-7180	BARRIO SPEC FEE ED LITERATURE	\$943.23
2-5291-2-5-7420	BARRIO SPEC FEE EQUIP RENTAL	\$200.00
2-5291-2-5-7510	BARRIO SPEC FEE FACILITIES RENTAL	\$235.00
2-5291-2-5-7720	BARRIO SPEC FEE GAS	\$198.89
2-5291-2-5-7730	BARRIO SPEC FEE CAR/VAN RENTAL	\$978.94
2-5291-2-5-7840	BARRIO SPEC FEE TICKETS EXP	\$200.00
2-5291-9-0-2820	BARRIO RESERVE	\$14,508.85