

Status: **Recommended As-is**

Financial Officer: Kevin Baumgartner

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(31,900.00)</b>	<b>\$31,900.00</b>	<b>\$31,900.00</b>	<b>\$31,900.00</b>		
Joint Special Fees		\$31,900.00	\$31,900.00	\$31,900.00		
6500 - Training Mat	\$(900.00)	\$900.00	\$900.00	\$900.00		
6560 - Event Food	\$(15,550.00)	\$15,550.00	\$15,550.00	\$15,550.00		
7150 - Office Supplies	\$(3,100.00)	\$3,100.00	\$3,100.00	\$3,100.00		
7180 - Educational Literature	\$(800.00)	\$800.00	\$800.00	\$800.00		
7200 - General Marketing Expenses	\$(1,050.00)	\$1,050.00	\$1,050.00	\$1,050.00		
7410 - Equipment Purchase (Non-Cap)	\$(7,800.00)	\$7,800.00	\$7,800.00	\$7,800.00		
7720 - Gas	\$(2,500.00)	\$2,500.00	\$2,500.00	\$2,500.00		
7820 - Registration Expense	\$(200.00)	\$200.00	\$200.00	\$200.00		
[All Expense Total]	\$(31,900.00)					

## QUESTIONS & ANSWERS

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

Cardinal Free Clinics is a joint venture between Stanford medical, graduate, and undergraduate students, as well as volunteer physicians and medical directors. Therefore, a joint application seems most appropriate to represent our volunteer base, which is approximately 50% graduate student (predominantly the medical school, but also including PhD and Masters candidates, design school students, business school students, and others) and 50% undergraduate. Past collaborations include working with the Patient Advocacy course for undergraduates, the Design School course, Design for Extreme Affordability, graduate research initiatives in the biological sciences and health policy, and business school initiatives looking at streamlining our clinic. We train both undergraduates and graduate students, have both groups on our student-run steering committee, and engage both groups in all our activities and enterprises.

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

We promote our events to the entire Stanford community. We utilize email lists with interested students, such as those of the Haas Center, pre-medical list-serves, emails to all Stanford medical students, and other health list-serves. For example, the Biological Sciences Department, the Undergraduate Advising Programs disseminates emails about the opportunities to participate in the educational and clinical experiences at the Cardinal Free Clinics. We also have booths at the undergraduate activities fair, GOALIE (graduate student activities fair), the Haas Center Activities fair, and the medical student activities fair. We poster around campus for our quarterly volunteer recruitment, have t-shirts for volunteers to wear around campus and spread the word, and have quarterly volunteer information sessions to interest applicants.

### **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.**

Pacific Free Clinic Finance Chair: Kevin Baumgartner, kevbaum@stanford.edu, 650-521-6426 Arbor Free Clinic Finance Chair: Lisa Yun Chen, lisachen@stanford.edu, 650-305-1628

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

Yes. Our Special Fees application (joint fees) for the 08-09 ballot received the necessary votes in both the graduate and undergraduate population and successfully allowed us to continue clinic operations through the 08-09 academic year. Likewise, our Special Fees application (joint fees) for the 09-10 ballot received the more than the requisite number of votes, and clinic operations were allowed to continue throughout the 09-10 academic year. Again, our Special Fees application (joint fees) for the 10-11 ballot received the more than the requisite number of votes, and clinic operations were allowed to continue throughout the 10-11 academic year. The Special Fees process further increased our visibility on campus as well as helped ensure that the clinic was able to operate for another year.

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

The increase in amount is less than inflation, 1.5%, i.e. there is no real increase in the amount CFC is seeking.

### **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.**

Our organization has held a number of recruitment events in the past to generate interest and participation in community activism at our free clinic. Specifically, we have promoted our organization's activities at graduate and undergraduate activities fairs, through email lists, flyers, and at organized events like our health screening fairs. Besides providing our undergraduate and graduate volunteers the opportunity to serve the underserved, we also provide extensive training to all student volunteers in areas such as language interpretation, patient interviewing, health education, and clinic operations. This educational component of our clinic's mission provides students with first-hand clinical experience within the community and constitutes a major component of our organization's mission. To further promote community health activism, we provide our student volunteers opportunities to interact with our physician volunteers through events such as physician-volunteer appreciation dinners, and specialty clinic events. In order to provide these educational and public service opportunities to our graduate and undergraduate student volunteers, CFC is budgeting \$2,200 this year toward volunteer training, \$1,300 toward the patient advocacy and health education programs, and \$2,400 toward recruitment and community outreach efforts.

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

Cardinal Free Clinics provides many services, including: 1. Training students to practice community and culturally competent medicine in a low income setting. 2. Training undergraduate and graduate students on how to take a medical history, perform a physical exam, conduct medical interpretation, and educate patients in preventive care. 3. Training students to manage a community clinic serving an underserved, uninsured population. 4. Conducting on-site cholesterol, glucose, and hemoglobinA1C levels. 5. Drawing on-site blood laboratory tests. 6. Providing on-site medical interpretation in Vietnamese, Spanish, and Mandarin. 7. Giving on-site health education to patients. 8. A regular Women's Health Clinic 9. A Cardiovascular Preventive Care Clinic 10. A Hepatitis B Clinic 11. Health Screenings 12. Ultrasound clinic 13. Referrals to other Santa Clara County hospitals and community clinics

**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.**

(1) Lisa Yun Chen, Arbor Free Clinic Finance Chair, Stanford School of Engineering/PhD lisachen@stanford.edu, 650-305-1628 (2) Raymond Tsai, Arbor Free Clinic, Student Manager, Stanford School of Medicine/MD, rctsa@stanford.edu 650-644-6950 (3) Kevin Baumgartner, Pacific Free Clinic Finance Chair, Stanford School of Humanities and Sciences/BS, kevbaum@stanford.edu, 650-521-6426 (4) Gillian Bach, Pacific Free Clinic Community Outreach Manager, Stanford School of Humanities and Sciences/BS, gnb11@stanford.edu, 404-358-2665

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

(1) PFC Assets: a. Stanford Fund = \$1,221 b. ASSU 2800 Funds = \$407.14. Arbor 2800 Fund = \$1,720.88 (2) CFC reserves (less prior year expenses) = \$5,522.64 (3) non-ASSU bank Accounts: (Committed Sources) a. Stanford TECU (Tuition Credit) Funds = \$30,000 b. PFC gift = \$50,996.23 c. Arbor gift = \$1,438.94 d. CFC gift = \$11,824.85 (4) Sources of funding other than Special Fees: a. The Health Trust (PFC) = \$7,657.92 d. Kaiser Permanente (PFC) = \$20,000, Palo Alto Medical Foundation (Arbor) = \$6,325.53, Palo Alto Community Fund (Arbor) = \$9,751.57

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

Event Food - \$15500; Equipment - \$7800; Office Supplies - \$3100. All three of these line items generally fall under the category of general clinic operations. For food, both Arbor Free Clinic and Pacific Free Clinic run 50 Saturday clinics. PFC averages 40 undergraduate, graduate, and physician volunteers from 8:30am to 4:30pm or later and provides a small amount of breakfast, water, coffee, and lunch to all these volunteers for under \$150 or \$3.75/volunteer. The drive is about 45 miles round trip and volunteers are expected to stay the whole time. Therefore, it is necessary to provide a small lunch for the volunteers in order to maintain their energy and continued volunteer service for the patients who would otherwise not receive any healthcare or healthcare education. Arbor Free Clinic also averages 40 undergraduate, graduate, and physician volunteers from 8:30am to 4:30pm and provides breakfast and lunch for an amount capped at \$120, or \$3/volunteer. In addition, to thank its volunteers, particularly its physician volunteers who donate their Saturdays to providing care and teaching students free of cost, CFC hosts a Volunteer Appreciation dinner, for which food spending is capped at \$800 for 150 volunteers. While CFC recognizes the desire for the appropriations committee to curb excessive food spending, CFC hopes that the appropriations committee recognizes that CFC's food budget is necessary to its operation and extremely cost-effective due to agreements made with food providers. Equipment is also a vital expenditure for CFC. Medical equipment needs to be restocked constantly because of their constant usage (blood collection tubes, syringes, examination gloves, tongue depressors, blood pressure cuffs, etc.), and in order to maintain a quality standard of care, it is vital that we make sure we are fully stocked with the proper medical equipment necessary to provide effective healthcare and education and screenings. CFC was able to obtain several grants, listed below, to cover much of its need for equipment - the amount budgeted for medical equipment should be less than 15% of all equipment expenditure made by CFC due to these grants. Lastly, office supplies is a necessary expense. It should also be noted that unlike medical equipment, it is extremely difficult to secure outside funding for office supplies. Among the most expensive office supplies from the past year, PFC has had to purchase paper shredder (for shredding large amounts of sensitive health documents), toner (for printing documents and prescriptions for charts), filing supplies, labels, label makers, and laptop locks. Many of these items are capital that PFC will continue to use, but please keep in mind that the amount budgeted for office supplies will now supply both PFC and Arbor.

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

All of CFC's events are focused on the Stanford community and engaging students interested in health care in underserved communities. We provide training for medical interpreters, patient advocates (undergraduates interested in learning how to perform a medical history), health educators, and pre-clinical students interested in pursuing a career in medicine. Because volunteer opportunities at Stanford Hospital are limited, CFC is the main source of clinical experience for pre-medical students. We also seek to raise awareness on campus of underserved medical communities and the needs of those groups. In the past we have partnered with the California Medical Association to raise on campus and community awareness about antibiotic resistance through the AWARE Program, and we have partner with the the Stanford Student Chapter of the American Medical Association to raise awareness about the uninsured. In the past year, CFC has also been involved in the effort to vaccinate the Stanford community to seasonal and swine flu, as our volunteers contributed to vaccination efforts at Wilbur. We seek to connect students interested in medicine with current physicians for informal advising at events. We also train all first year Stanford medical students on how to perform blood draws, finger sticks, BP checks, PPD placement, etc. We serve as the clinical practicum site for several undergraduate and graduate courses including MED257 for undergraduate students interested in patient advocacy, MED 227 for undergraduate and graduate students interested in ultrasound practice, and MED 283 for undergraduate and graduate students interested in early clinical experience.

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

50% of our beneficiaries are graduate students (predominantly medical students) while the remaining 50% of our beneficiaries are our undergraduate members. This is based primarily on the make-up of our volunteer base which is split fairly evenly between the two groups. Training, clinical education, as well as the opportunity to serve is provided to all volunteers who participate.

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

PFC typically has 39 volunteers each Saturday for our primary care clinic. This includes 1 student manager, 6 student coordinators, 7 medical student patient advocates, 6 undergraduate/community patient advocates, 2 referrals volunteers, 2 screening students, 3 health educators, 8 medical interpreters, and 4 physicians. Arbor typically has 36 volunteers - 30 students and 4 physicians - at the primary care clinic. At our screening events, we have on average 10 volunteers seeing approximately 200 members of the community. Our annual volunteer appreciation dinner will aim to have approximately 150 people in attendance.

**Why are you requesting Special Fees?**

Cardinal Free Clinics (CFC) is requesting the amount listed on our budget in order to continue our three-fold mission of service to the community, focusing on culturally-competent care, and educating students about health care. As a student run organization dealing with the formidable task of providing access to free health care and health care education for underserved immigrant populations in East San Jose and East Palo Alto while simultaneously offering students an educational experience in the dissemination of health care, CFC needs Special Fees. Cardinal Free Clinics serves as the main source of clinical experience for undergraduate pre-medical students and diverse clinical experiences for medical students, who work directly with volunteer physicians. The ASSU Special Fees appropriations will help ensure the Arbor and Pacific Free clinics are financially sound and able to continue its operations of providing Stanford students and community members continued access to community service and education.

**BUDGET DETAIL**

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Arbor Free Clinic, General Clinic Operation</b>		<b>\$(11,250.00)</b>	<b>\$11,250.00</b>	<b>\$11,250.00</b>	<b>\$11,250.00</b>		
<p>Arbor Free Clinic fills a critical local niche providing acute care for the underserved or uninsured patients in the community since 1990. Arbor is open on Sundays and handles a typical caseload of 25-30 patients per clinic. Arbor saw 1014 patients on 696 unique patient visits in 2009. Arbor provides medical care for adults and children, diagnostic tests, physical exams, sexual health services, lab tests, referrals for those services we do not offer on-site as well as education and counselling in a friendly supportive environment. On a given clinic day, there are about 30 students volunteers and as many as 6 physicians from 9AM until as late as 5PM. Medical and office supplies are required to keep this Sunday clinic running. In the upcoming fiscal year, Arbor hopes to grow and provide a greater number of medical services to its patients.</p>							
<b>Location:</b>		<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>	<i>Covers the cost of breakfast and lunch to all clinic volunteers (students and physicians) at each clinic day every Sunday from 9AM to 5PM (~40 volunteers per day at \$3/person and 52 Sunday clinics a year). Breakfast consisting of bagels, cream cheese, coffee, and water is obtained by a coordinator prior to clinic hours and nominally capped by \$20 (\$0.5/person). Lunch consisting of either Asian, Mexican, Mediterranean, or sandwich food platters is obtained by a volunteer on the day of clinic and capped at \$100 (\$2.5/person).</i>	\$(6,250.00)	\$6,250.00	\$6,250.00	\$6,250.00		
Event Food (Joint Special Fees/Annual)							
<b>7150</b>	<i>Covers general office supplies (such as paper and toner for printer, filing supplies, pens, post-its, binders, chart folders and fasteners, binders, tape, staples, extension cords, cables, etc.).</i>	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
Office Supplies (Joint Special Fees/Annual)							
<b>7410</b>	<i>Medical supplies such as needles, blood collection tubes, tourniquets, blood pressure cuffs, thermometer covers, masks, gauze, cotton balls, exam room bed covers, band-aids, ultrasound gel, PPD solution, albuterol inhalers, cholesterol and glucose test strips, gloves, hand sanitizer, etc. for regularly clinic days and health screening events in the greater Bay Area community. Also, includes general supplies such as storage cabinets, carts, shelves, printers, hand sanitizers, sharps container, power strips, plastic cups for general clinic maintenance. With an increased medical supplies budget, Arbor will be able to provide a growing number of medical services to patients and offer more learning opportunity to its student volunteers.</i>	\$(3,500.00)	\$3,500.00	\$3,500.00	\$3,500.00		
Equipment Purchase (Non-Cap) (Joint Special Fees/Annual)							
<b>Arbor Free Clinic, Patient Advocacy</b>		<b>\$(800.00)</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$800.00</b>		
<p>Arbor trains undergraduates and grad students on how to serve as patient advocates who inform the patients more about their medications and health conditions as well as work with them to develop and maintain a healthy lifestyle.</p>							
<b>Location:</b>		<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>7150</b>	<i>Office supplies (pens, staples, paper, post-its, binders etc.) are used by patient advocates and volunteers for preparing training material and information packets.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Office Supplies (Joint Special Fees/Annual)							
<b>7180</b>	<i>Covers cost of preparing and printing health education materials provided to patients and community members through outreach programs including health screenings and health awareness campaigns. Recent efforts have targeted diabetes, high cholesterol, hypertension, obesity, hepatitis B, and other chronic conditions.</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Educational Literature (Joint Special Fees/Annual)							
<b>Arbor Free Clinic, Specialty Clinics</b>		<b>\$(1,600.00)</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>		
<p>In addition to normal clinic operation, Arbor Free Clinic runs an average 7-8 specialty clinics per month which see between 2 to 8 patients per clinic. These include ophthalmology (twice per month), cardiology, neurology, dermatology, musculoskeletal, Hepatitis B, women's health and mental health. Arbor Free Clinic hopes to increase the number and scope of the specialty clinic services offered in the upcoming year.</p>							
<b>Location:</b>		<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>

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>Arbor Free Clinic, Specialty Clinics</b>		<b>\$(1,600.00)</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>		
<p>In addition to normal clinic operation, Arbor Free Clinic runs n average 7-8 specialty clinics per month which see between 2 to 8 patients per clinic. These include ophthalmology (twice per month), cardiology, neurology, dermatology, musculoskeletal, Hepatitis B, women's health and mental health. Arbor Free Clinic hopes to increase the number and scope of the specialty clinic services offered in the upcoming year.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
<b>7410</b>	<i>Covers the cost of equipment and medical supplies for various clinics. Women's health: specula, pregnancy tests, lubricants, chlamydia/gonorrhea tests, perineal wipes, gowns, etc. Dermatology: liquid nitrogen, q-tips, topical antibiotics, steroids, vaseline, etc. Ophthalmology: eye drops, reading glasses, alcohol swabs, pinhole/mask occluders etc. Mental health: formulary medications.</i>	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
Equipment Purchase (Non-Cap) (Joint Special Fees/Annual)							
<b>Arbor Free Clinic, Volunteer Training</b>		<b>\$(1,500.00)</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>		
<p>In the past year, Arbor has recruited and trained about 45 undergraduates, 75 medical students, 20 physician assistants, and 20 physicians. Each year, undergraduates are selected to be trained to conduct patient interviews and work with interpreters. Additional volunteers are trained on how to perform tasks as trained medical interpreters.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
<b>6500</b>	<i>Covers the cost of training of patient advocates and physician volunteers from Stanford Hospital and Clinics, Spanish and Mandarin interpreters from undergraduate, graduate, and local communities to assist physicians and patient advocates during Sunday clinics, as well as Steering Committee members from both the undergraduate and graduate student populations. Amount budgeted will cover training materials, such as handouts, binders, course enrollment fees, pocket dictionaries, recruitment fliers, and other recruitment costs.</i>	\$(400.00)	\$400.00	\$400.00	\$400.00		
Training Mat (Joint Special Fees/Annual)							
<b>6560</b>	<i>Covers the cost of food and drinks for two training event for incoming coordinators. The clinic steering committee consists of both undergraduate and graduate coordinators. The events are in the evening and runs through dinner time to accommodate as many student schedules as possible. Coordinators are trained in their specific roles (such as clinic flow, referrals, supplies, PR, specialty clinics) as well as general clinic organization, routine, and practices. We intend to provide dinner at \$5/person for 50 steering committee members for a total budget of \$250 at each event.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Event Food (Joint Special Fees/Annual)							
<b>6560</b>	<i>Covers the cost of food and drinks for two training event for incoming undergraduate volunteers. The events are in the evening and runs through dinner time to accommodate as many student schedules as possible. Some undergraduate volunteers trained to conduct patient interviews and work with interpreter. Other are trained as medical interpreters and patient advocates. We intend to provide dinner for 50 undergraduate volunteers in attendance at \$5/person for a total budget of \$250 at each event.</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Event Food (Joint Special Fees/Annual)							
<b>7820</b>	<i>Partially covers registration fee costs (\$75/person) for 3 student volunteer managers of Arbor to attend to the annual Student Run Free Clinics conference run by the Society of Student Run Free Clinics (SSRFC). Workshops and talks at this conference offer indispensable knowledge for improving the Arbor general and clinic operations and help managers learn from the experience of other student run free clinics.</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Registration Expense (Joint Special Fees/Annual)							
<b>Arbor Free Clinics, Public Relations</b>		<b>\$(400.00)</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>		
<p>In order to sustain its important role in the community, Arbor is in contact with many community organizations to let patients know about the clinic, recruit physicians to volunteer, and Stanford programs to recruit volunteers for the clinic. To reach out to all these groups, CFC produces a quarterly newsletter, has a brochure with information, and other promotional activities.</p>							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>Arbor Free Clinics, Public Relations</b>		<b>\$(400.00)</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>		
<p>In order to sustain its important role in the community, Arbor is in contact with many community organizations to let patients know about the clinic, recruit physicians to volunteer, and Stanford programs to recruit volunteers for the clinic. To reach out to all these groups, CFC produces a quarterly newsletter, has a brochure with information, and other promotional activities.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
<b>7200</b>		<b>\$(400.00)</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>		
General Marketing Expenses (Joint Special Fees/Annual)	<p>Covers the cost of training of patient advocates and physician volunteers from Stanford Hospital and Clinics, Spanish and Mandarin interpreters from undergraduate, graduate, and local communities to assist physicians and patient advocates during Sunday clinics, as well as Steering Committee members from both the undergraduate and graduate student populations. Amount budgeted will cover training materials, such as handouts, binders, course enrollment fees, pocket dictionaries, recruitment fliers, and other recruitment costs.</p>						
<b>Cardinal Free Clinics, Public Relations</b>		<b>\$(800.00)</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$800.00</b>		
<p>In order to sustain its important role in the community, CFC is in contact with many community organizations to let patients know about the clinic, recruit physicians to volunteer, and Stanford programs to recruit volunteers for the clinic. To reach out to all these groups, CFC produces a quarterly newsletter, has a brochure with information, and other promotional activities.</p>							
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<b>Url:</b>							
<b>6560</b>		<b>\$(800.00)</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$800.00</b>		
Event Food (Joint Special Fees/Annual)	<p>Covers cost of drinks and food for annual Appreciation Dinner, which recognizes the hard work and dedication of physician, student, and community volunteers of Cardinal Free Clinics. During this past year, PFC volunteers included 26 steering committee, 54 undergrads, 17 community members, and 74 med student while the team of Arbor volunteers included 45 steering committee members, 45 patient intakers/undergrads, 31 interpreters, and 74 med students. At the last Appreciation Dinner, only 80 people attended, but Cardinal Free Clinics is larger than it was last year, and we are planning for greater attendance.</p>						
<b>Pacific Free Clinic, General Clinic Operation</b>		<b>\$(12,450.00)</b>	<b>\$12,450.00</b>	<b>\$12,450.00</b>	<b>\$12,450.00</b>		
<p>PFC focuses on providing primary health care for the medically underserved community in a culturally competent manner. PFC is open on Saturdays and sees on average 32 patients per clinic. PFC has seen approximately 1800 patients in 5300 unique patient visits since 2003. PFC provides basic primary care, lab tests, low-cost prescriptions, and referrals for those services we do not offer on-site. On a given clinic day, between 30 and 35 students volunteer, along with as many as 8 physicians, from 8:30 until 3:30. In addition, office supplies are needed for the running of this Saturday clinic.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
<b>6560</b>		<b>\$(7,500.00)</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>		
Event Food (Joint Special Fees/Annual)	<p>Covers the cost of food to all clinic volunteers (students and physicians) at each clinic day every Saturday (~40 clinic people per day at \$3.75/person and 50 Saturday clinics a year). This covers the cost of breakfast, lunch, water, and coffee during clinic days that run from 8:30 AM to 4 PM. PFC is able to obtain Vietnamese sandwiches at a discount to provide inexpensive lunches to its volunteers.</p>						
<b>7150</b>		<b>\$(850.00)</b>	<b>\$850.00</b>	<b>\$850.00</b>	<b>\$850.00</b>		
Office Supplies (Joint Special Fees/Annual)	<p>Covers general office supplies (such as paper and toner for printer, filing supplies, pens, charts, labels for charts, tape, staples, etc.).</p>						
<b>7410</b>		<b>\$(1,600.00)</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>		
Equipment Purchase (Non-Cap) (Joint Special Fees/Annual)	<p>Medical supplies such as butterfly needles, blood collection tubes, tourniquets, masks, gauze, biohazard bags, ultrasound gel, cholesterol and glucose test strips, gloves, hand sanitizer, etc. for Health Screening Events; general clinic supplies such as sharps containers, carts for transporting samples &amp; materials, plastic cups &amp; coolers, etc.</p>						

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>Pacific Free Clinic, General Clinic Operation</b>		<b>\$(12,450.00)</b>	<b>\$12,450.00</b>	<b>\$12,450.00</b>	<b>\$12,450.00</b>		
<p>PFC focuses on providing primary health care for the medically underserved community in a culturally competent manner. PFC is open on Saturdays and sees on average 32 patients per clinic. PFC has seen approximately 1800 patients in 5300 unique patient visits since 2003. PFC provides basic primary care, lab tests, low-cost prescriptions, and referrals for those services we do not offer on-site. On a given clinic day, between 30 and 35 students volunteer, along with as many as 8 physicians, from 8:30 until 3:30. In addition, office supplies are needed for the running of this Saturday clinic.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7720</b>	<i>This is to reimburse gas for the 45 mile round trip from campus to clinic or community events in San Jose. Drivers are required to take at least two other passengers in order to be reimbursed. Amount budgeted based on 5 cars per clinic day reimbursed for 45 miles at \$.2/mile, for 50 Saturday clinic days.</i>	\$(2,500.00)	\$2,500.00	\$2,500.00	\$2,500.00		
Gas (Joint Special Fees/Annual)							
<b>Pacific Free Clinic, Health Education Program</b>		<b>\$(750.00)</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>\$750.00</b>		
<p>As part of our new initiative to increase patient empowerment, PFC has trained undergraduates and grad students on how to serve as health educators to patients. In this capacity, they inform the patients more about their medications and health conditions and work with them to develop a healthy lifestyle that they can sustain over many years.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7150</b>	<i>Training binders and other such office supplies (pens, staples, paper, post-its, etc.) will be used by Health Educators and volunteers in order to be trained in health education and to properly relay their knowledge to patients.</i>	\$(250.00)	\$250.00	\$250.00	\$250.00		
Office Supplies (Joint Special Fees/Annual)							
<b>7180</b>	<i>Health education materials and cost of printing and providing them for patients and community members at health fairs and the clinic. Topics covered include hypertension, high cholesterol, obesity, hepatitis B, diabetes, and other chronic conditions)</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Educational Literature (Joint Special Fees/Annual)							
<b>Pacific Free Clinic, Public Relations</b>		<b>\$(650.00)</b>	<b>\$650.00</b>	<b>\$650.00</b>	<b>\$650.00</b>		
<p>In order to sustain its important role in the community, PFC is in contact with many community organizations to let patients know about the clinic, recruit physicians to volunteer, and Stanford programs to recruit volunteers for the clinic. To reach out to all these groups, PFC produces a quarterly newsletter, has a brochure with information, and other promotional activities.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7200</b>	<i>Covers the cost of printing PFC brochures and other community materials to inform the Stanford and Bay Area Community about your services and other resources. Will cover cost of advertisements, targeting at-risk communities in the Bay Area, in radio. Will also cover cost of monthly Cardinal Free Clinic newsletters which are sent to the community as informational and fundraising tool.</i>	\$(650.00)	\$650.00	\$650.00	\$650.00		
General Marketing Expenses (Joint Special Fees/Annual)							
<b>Pacific Free Clinic, Special Clinics</b>		<b>\$(1,100.00)</b>	<b>\$1,100.00</b>	<b>\$1,100.00</b>	<b>\$1,100.00</b>		
<p>In addition to normal clinic operation, Pacific Free Clinic runs clinics for specialty medicine, in particular Hepatitis B Clinic, Ophthalmology Clinic, and Women's Clinic. The hepatitis B team provides chronic HBV/hepatology clinic on the 4th Saturday of every month as well as screening/education/vaccination every Saturday. These specialty services see between 10-15 patients per specialty clinic day. Pacific Free Clinic hopes to increase the number and scope of the specialty clinic services offered in the coming year.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7410</b>	<i>Covers the cost of equipment, medical supplies for Women's Clinic (specula, pregnancy tests, chlamydia tests, gowns, wet prep supplies) and Ophthalmology Clinic (medication, replacement parts for eye-testing equipment, etc.) and storage facilities for special clinics.</i>	\$(1,100.00)	\$1,100.00	\$1,100.00	\$1,100.00		
Equipment Purchase (Non-Cap) (Joint Special Fees/Annual)							
<b>Pacific Free Clinic, Volunteer Recruitment and Training</b>		<b>\$(600.00)</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>		
<p>Since 2003, PFC has trained and recruited more than 620 people interested in helping the underserved community. This has included 198 undergraduates, 258 medical students, 134 community members, 86 Stanford affiliates, 13 physician assistants, and 70 physicians. Each academic quarter, 15 undergraduates are selected to be trained on how to perform a patient interview, work with interpreters, and other aspects of serving in their capacity. Additional volunteers are trained on how to perform tasks as trained medical interpreters.</p>							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>Pacific Free Clinic, Volunteer Recruitment and Training</b>		<b>\$(600.00)</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>		
<p>Since 2003, PFC has trained and recruited more than 620 people interested in helping the underserved community. This has included 198 undergraduates, 258 medical students, 134 community members, 86 Stanford affiliates, 13 physician assistants, and 70 physicians. Each academic quarter, 15 undergraduates are selected to be trained on how to perform a patient interview, work with interpreters, and other aspects of serving in their capacity. Additional volunteers are trained on how to perform tasks as trained medical interpreters.</p>							
<b>Location:</b>		<b>Contact:</b>		<b>Attendance:</b>			
<b>Url:</b>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>6500</b>	<i>Goes to cover the cost of training of Spanish, Vietmaese, and Mandarin interpreters from undergraduate, graduate, and local communities to assist physicians and patient advocates during Saturday clinics. Will also cover training of patient advocates and physician volunteers from Stanford Hospital. Amount budgeted will cover training materials, such as training binders, training course enrollment fees, creation/printing of pocket dictionaries (Spanish, Vietnamese, and English), recruitment fliers, and other recruitment costs. Finally, amount budgeted will also cover training materials for Steering Committee members from both the undergraduate and graduate student populations (such as training binders, handouts, etc.).</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Training Mat (Joint Special Fees/Annual)							
<b>7820</b>	<i>Partially covers registration fee costs (\$75/person) for 3 student volunteer managers of PFC to attend to the annual Student Run Free Clinics conference run by the Society of Student Run Free Clinics (SSRFC). Workshops and talks at this conference offer indispensable knowledge for improving the PFC general and clinic operations and help managers learn from the experience of other student run free clinics.</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Registration Expense (Joint Special Fees/Annual)							
<b>APPLICATION TOTALS</b>		<b>\$(31,900.00)</b>	<b>\$31,900.00</b>	<b>\$31,900.00</b>	<b>\$31,900.00</b>		

ACCOUNT BALANCES

Account		Balance
2-8794-1-0-2800	THE PACIFIC FREE CLINIC (PREV: THE TULLY PROJ)	\$407.14
2-8794-1-0-2830	THE PACIFIC FREE CLINIC STANFORD FUND	\$1,221.00
2-8794-2-5-6500	PACIFIC FREE SPEC FEE TRAINING MAT	\$15.66
2-8794-2-5-6560	PACIFIC FREE SPEC FEE EVENT FOOD	\$1,225.23
2-8794-2-5-7090	PACIFIC FREE SPEC FEE PRIOR YEAR EXP	-\$6,471.03
2-8794-2-5-7150	PACIFIC FREE SPEC FEE OFFICE SUPPLIES	\$260.27
2-8794-2-5-7180	PACIFIC FREE SPEC FEE ED LITERATURE	\$259.00
2-8794-2-5-7200	PACIFIC FREE SPEC FEE GEN MKTG EXP	\$406.73
2-8794-2-5-7410	PACIFIC FREE SPEC FEE EQUIP (NON-CAP)	\$1,404.22
2-8794-2-5-7720	PACIFIC FREE SPEC FEE GAS	\$1,625.50
2-8794-2-5-7820	PACIFIC FREE SPEC FEE REGISTRATION EXP	\$600.00
2-8794-9-0-2820	PACIFIC FREE RESERVE	\$11,993.67