

Status:

Financial Officer: David Parker

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(3,380.00)</b>	<b>\$22,150.00</b>				
Undergraduate Special Fees		\$22,150.00				
7130 - Postage/Courier	\$(1,350.00)	\$1,350.00				
7140 - Copies (Not Marketing)	\$(20,600.00)	\$20,600.00				
7150 - Office Supplies	\$(200.00)	\$200.00				
[All Expense Total]	\$(23,700.00)					
[Revenue GL]1000 - Donations		\$721.00				
[Revenue GL]1000 - Fund Raising		\$19,599.00				
[All Revenue Total]		\$20,320.00				

**QUESTIONS & ANSWERS**

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

Last year was the first year in many that we did not receive Special Fees. It seems to have been a result of not marketing ourselves effectively enough, not leveraging email lists and traditional signage to communicate our goals and our benefits to the Stanford community. This will change if we are able to petition this year.

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

No. In fact, we have tightened the belt and are running on a bare bones budget to put out the most issues for the least money.

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

We provide 6 issues of a college humor magazine free of cost to all members of the Stanford community, along with weekly meetings and writing workshops where students can find community and improve their writing and comedy ideas.

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

The publication of issues makes up almost the entirety of our budget, and we are able to do so at a very reasonable cost. Our equipment has been very reliable and does not need maintenance or replacement, and our relationship with our publisher has given us a very reasonable publication cost. We also need funding to post copies to subscribers and certain alumni.

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

Approximately 15 students routinely show up to our weekly meetings and many are published in the magazine. The finished magazines are distributed campus wide, with copies available to all students and staff.

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

We advertise our meetings in the back of every issue. Additionally, when Freshman arrive on campus and receive a packet of publications and other assorted materials, the Freshman Issue of the Chaparral is included. We also initiated more traditional signage campaigns this year in order to diversify submissions, which we accept from all of the Stanford community.

**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) 9863

2) 3,901 (included in assets)

3)

2-5404-1-0-2800	CHAPARRAL MAGAZINE	\$943.80
2-5404-1-0-2830	CHAPARRAL STANFORD FUND	\$5,019.75
2-5404-9-0-2820	CHAPARRAL RESERVE	\$3,901.32

4) Alumni donations from a network of former staffers.

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

We hold weekly meetings in our office and publish six issues a year.

**Why are you requesting Special Fees?**

We feel like our magazine contributes to the campus culture, and has since our inception in 1899. We work hard to bring a wry smile to a campus that desperately needs it once in a while; our extensive network of devoted alums tend to agree with our goal as well. Special Fees allow us to bring our particular brand of comedy to the student body for the cost of about 50 cents per student per issue, and allow newer publications to benefit from the help the pub board can provide.

**BUDGET DETAIL**

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Fake Daily Parody</b>		<b>\$(1,600.00)</b>	<b>\$1,600.00</b>				
Publication and distribution of magazine.							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>	4000(total)	
<b>Url:</b>						UG: 2000	Staff:
						Grad: 1000	1000
						<b>Petitioned</b>	<b>Other: (Elected)</b>
<b>7140</b>	<i>7,000 Copies of the Fake Daily parody issue.</i>	\$(1,600.00)	\$1,600.00				
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>First Winter Issue</b>		<b>\$(4,150.00)</b>	<b>\$4,150.00</b>				
Publication and distribution of magazine							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>	4000(total)	
<b>Url:</b>						UG: 2000	Staff:
						Grad: 1000	1000
						<b>Petitioned</b>	<b>Other: (Elected)</b>
<b>7130</b>	<i>Postage costs for shipping the Winter issue and Fake Daily parody together.</i>	\$(350.00)	\$350.00				
Postage/Courier (Undergraduate Special Fees/Annual)							
<b>7140</b>	<i>Printing costs for 4,000 issues of first winter issue</i>	\$(3,800.00)	\$3,800.00				
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>Freshman Issue</b>		<b>\$(4,250.00)</b>	<b>\$4,250.00</b>				
Publication of Freshman Issue.							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>	4000(total)	
<b>Url:</b>						UG: 2000	Staff:
						Grad: 1000	1000
						<b>Petitioned</b>	<b>Other: (Elected)</b>
<b>7130</b>	<i>Postage costs for shipping Freshman Issue.</i>	\$(250.00)	\$250.00				
Postage/Courier (Undergraduate Special Fees/Annual)							
<b>7140</b>	<i>Printing cost for 4,000 issues of the Freshman Issue.</i>	\$(3,800.00)	\$3,800.00				
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>7150</b>	<i>Envelopes and labels for shipping issues all year.</i>	\$(200.00)	\$200.00				
Office Supplies (Undergraduate Special Fees/Annual)							
<b>Second Fall Issue</b>		<b>\$(4,050.00)</b>	<b>\$4,050.00</b>				
Publication and distribution of Magazine.							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>	4000(total)	
<b>Url:</b>						UG: 2000	Staff:
						Grad: 1000	1000
						<b>Petitioned</b>	<b>Other: (Elected)</b>
<b>7130</b>	<i>Postage costs for shipping second fall issue.</i>	\$(250.00)	\$250.00				
Postage/Courier (Undergraduate Special Fees/Annual)							
<b>7140</b>	<i>Printing costs for 4,000 issues of the second Fall Issue.</i>	\$(3,800.00)	\$3,800.00				
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>Second Spring Issue</b>		<b>\$(4,050.00)</b>	<b>\$4,050.00</b>				
Publication and distribution of magazine							
<b>Location:</b>	<b>Contact:</b>				<b>Attendance:</b>	4000(total)	
<b>Url:</b>						UG: 2000	Staff:
						Grad: 1000	1000
						<b>Petitioned</b>	<b>Other: (Elected)</b>
<b>7130</b>	<i>Postage costs for shipping the year-end issue.</i>	\$(250.00)	\$250.00				
Postage/Courier (Undergraduate Special Fees/Annual)							
<b>7140</b>	<i>Printing costs for 4,000 issues of the year-end issue.</i>	\$(3,800.00)	\$3,800.00				
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
<b>Spring Parody Issue</b>		<b>\$(4,050.00)</b>	<b>\$4,050.00</b>				
Publication and distribution of magazine							

	<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Spring Parody Issue</b>	<b>\$(4,050.00)</b>	<b>\$4,050.00</b>				
Publication and distribution of magazine						
<b>Location:</b>	<b>Contact:</b>		<b>Attendance:</b> 4000(total)			
<b>Uri:</b>					UG: 2000	Staff: 1000
					Grad: 1000	Other: 1000
<b>7130</b>	<b>\$(250.00)</b>	<b>\$250.00</b>				<b>Elected</b>
<i>Postage costs for shipping the first Spring Issue.</i>						
Postage/Courier (Undergraduate Special Fees/Annual)						
<b>7140</b>	<b>\$(3,800.00)</b>	<b>\$3,800.00</b>				
<i>Printing costs for 4,000 issues of the spring Parody Issue.</i>						
Copies (Not Marketing) (Undergraduate Special Fees/Annual)						
<b>APPLICATION TOTALS</b>	<b>\$(22,150.00)</b>	<b>\$22,150.00</b>				

**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-5404-1-0-2800	CHAPARRAL MAGAZINE	\$943.80
2-5404-1-0-2830	CHAPARRAL STANFORD FUND	\$5,019.75
2-5404-2-5-7140	CHAPARRAL SPEC FEE COPIES (NOT MKTG)	\$0.00
2-5404-9-0-2820	CHAPARRAL RESERVE	\$3,901.32