

Status: **Recommended with Modifications**

Financial Officer: Nathalie Trepagnier

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(26,245.25)</b>	<b>\$12,540.00</b>	<b>\$12,240.00</b>	<b>\$12,240.00</b>		
Undergraduate Special Fees		\$12,540.00	\$12,240.00	\$12,240.00		
7200 - General Marketing Expenses	\$(300.00)	\$300.00	\$0.00	\$0.00		
7220 - Marketing Copies / Print Expenses	\$(24,665.25)	\$12,000.00	\$12,000.00	\$12,000.00		
7320 - Computer Software Expenses	\$(480.00)	\$240.00	\$240.00	\$240.00		
[All Expense Total]	\$(26,245.25)					

## QUESTIONS & ANSWERS

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

Yes, we applied in 2008 and 2009 and were successful. Last year, we switched financial officers in Winter quarter and did not meet the deadline, so this past year we have been funded through the Pub Board.

**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 decrease in the amount that we sought two years ago (2009).

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

We publish a literary magazine that primarily consists of fiction, poetry, creative nonfiction, and literary criticism.

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

Our publishing expenses through Giant Horse - it costs \$4000/issue to print.

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

We have between 15 and 20 students that attend our meetings.

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

We publicize through our magazine distribution and through emails.

**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.**

We are not an umbrella group.

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

We currently have \$3407.37 in assets, and no money in reserves. Our only account is through mygroups. Because we missed the Special Fees deadline last year, we compressed our budget and have been printing through Pub Board funding.

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

We hold Open House meetings which are open to the entire student publication. When we print our issues, we distribute them throughout dormitories, houses, public spaces, and newstands.

**Why are you requesting Special Fees?**

So that we can continue publishing our literary magazine three times a year.

**BUDGET DETAIL**

	<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>Leland Quarterly issues: autumn, winter, spring</b>	<b>\$(12,540.00)</b>	<b>\$12,540.00</b>	<b>\$12,240.00</b>	<b>\$12,240.00</b>		
Printing costs for our three, quarterly issues						
<b>Location:</b> Stanford, CA	<b>Contact:</b> Christina Cacioppo			<b>Attendance:</b> 100(total)		
<b>Url:</b> http://www.lelandquarterly.com	cacioppo@stanford.edu			UG: 93	Staff: 5	
			(614) 477-8197	Grad: 0	Other: 2	
	<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>7200</b> Website cost, \$25/month	\$(300.00)	\$300.00	\$0.00	\$0.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)						
Stanford offers free website hosting.						
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	\$(12,000.00)	\$12,000.00	\$12,000.00	\$12,000.00		
This is our primary expense - the publication of our quarterly magazine through Giant Horse						
<b>7320</b> Computer Software Expenses (Undergraduate Special Fees/Annual)	\$(240.00)	\$240.00	\$240.00	\$240.00		
For online publication software Issuu, \$20/month						
<b>APPLICATION TOTALS</b>	<b>\$(12,540.00)</b>	<b>\$12,540.00</b>	<b>\$12,240.00</b>	<b>\$12,240.00</b>		

**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-6177-1-0-2800	LELAND QUARTERLY	\$177.07
2-6177-2-5-7090	LELAND QRTRLY SPEC FEE PRIOR YEAR EXP	-\$8.68
2-6177-2-5-7220	LELAND QRTRLY SPEC FEE MKTG COPIES/PRINT EXP	\$1,867.61
2-6177-3-5-7220	LELAND QTRLY PUB BD ANN MKTG COPIES/PRINT EXP	\$0.00
2-6177-4-5-7220	LELAND QTRLY PROG BD ANN MKTG COPIES/PRINT	\$1,371.37
2-6177-9-0-2820	LELAND QRTRLY SPEC FEE RESERVE	\$0.00