

Status:

Financial Officer: Ruth Marks

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(156,550.00)</b>	<b>\$77,200.00</b>	<b>\$77,300.00</b>	<b>\$77,300.00</b>		
Undergraduate Special Fees		\$77,200.00	\$77,300.00	\$77,300.00		
6110 - Officer Salary	\$(16,800.00)	\$8,400.00	\$8,400.00	\$8,400.00		
6340 - Security Services	\$(20,000.00)	\$10,000.00	\$10,000.00	\$10,000.00		
6560 - Event Food	\$(7,000.00)	\$3,500.00	\$3,500.00	\$3,500.00		
7120 - Phone	\$(3,200.00)	\$1,600.00	\$1,600.00	\$1,600.00		
7130 - Postage/Courier	\$(700.00)	\$350.00	\$350.00	\$350.00		
7140 - Copies (Not Marketing)	\$(10,200.00)	\$5,100.00	\$5,100.00	\$5,100.00		
7150 - Office Supplies	\$(1,200.00)	\$600.00	\$600.00	\$600.00		
7220 - Marketing Copies / Print Expenses	\$(550.00)	\$150.00	\$200.00	\$200.00		
7410 - Equipment Purchase (Non-Cap)	\$(47,600.00)	\$23,800.00	\$23,800.00	\$23,800.00		
7430 - Equipment Maintenance	\$(21,450.00)	\$10,700.00	\$10,750.00	\$10,750.00		
7460 - Costumes / Uniforms	\$(14,000.00)	\$7,000.00	\$7,000.00	\$7,000.00		
7730 - Car / Van Rental	\$(12,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
[All Expense Total]	\$(156,550.00)					

**QUESTIONS & ANSWERS**

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

We have applied for Special Fees for each of the last three years and we have been successful each year, in both the petitions and elections.

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

No increase.

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

Bringing funk to the funkless.

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

Most of our events are planned as a surprise, therefore advertising is through word of mouth. When advertising is necessary, we use flyers and mass 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.**

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)2800 checking account - \$2,289.38; current balance of 10-11 Special Fees budget - \$42,986.78; 2810 savings account - \$5,542.19
- 2) Current balance of reserves - \$35,003.18
- 3) N/A
- 4) Occasional gifts from alumni, the athletics department

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

Our largest line items are: Equipment Purchase - This is our largest line item. We require money to purchase instruments, uniforms, and materials for our field shows, as well as other expenses throughout the year. I will enumerate this line item based on how we categorize our expenses. Acquisitions. The Band provides an instrument to every member of the band. These instruments require consumable maintenance supplies on an ongoing basis. The woodwind sections require reeds, mouthpieces, and cleaners (\$4500 per year), the brass sections require lubricants and mouthpieces (\$2000 per year), and the drums require sticks and replacement heads (\$2000 per year). In addition, we request \$1000 for the purchase of new hardware and cymbals for the drum set. Total: \$9,500. Computers and technology hardware. We require consumable computer supplies such as disks throughout the year, for an estimated cost of \$300. Total: \$300.

Props. The Band's field shows are an integral part of each Stanford football game. We write two new shows for every home game and at least one road game, and we require building materials and paint to make props for each show. Total: \$1500. Other hardware. Additionally, we require building materials and hardware to keep up our Shak throughout the year, unrelated to the field shows. Total: \$3500. Cases. We require new cases as they become worn out. We need cases to safely transport our instruments to away games for football, basketball and women's volleyball. Total: \$300. Uniforms. We require a significant amount of money to provide costumes and uniforms for the Band. The Drum Major requires \$3500 for costumes throughout the year. The majority of this money (\$2800) is spent during football season, at about \$350 for each home game, as well as Big Game, one road game, and a possible Bowl Game, and the rest (\$700) is spent during spring quarter. The expenses of the Drum Major are necessary to maintain the spirit and appearance of the Band at all of its performances. The Tree serves to provide spirit and visibility for the Band and for Stanford, and we request \$2000 for the Tree costume. Lastly, the Band purchases uniform hats for all its members once a year, for \$1750. Total: \$7250.

Security Services - This line item covers security expenses for the fall and spring band runs. These rallies are very important events for the student body. We are required to pay for police at these events in order to keep the participants and property safe. The fall rally generally costs about \$7000. We budget an additional \$3000 for the spring rally.

Equipment Maintenance - Due to the large amount of property the Band maintains, we have significant maintenance expenses.

Dry-cleaning our uniforms annually costs about \$1000. We request \$2300 for repairs to the valves and tubing of our trumpets, mellophones, and trombones, as well as \$500 for drum repairs. Repairs to bits, necks, and tubing for our sousaphones cost about \$2500, and repadding our woodwinds, fixing dents, and adjusting metal carriages will cost an estimated \$2800.

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

Attendance at our events varies widely depending on the type of event. We have an audience of upwards of 30,000 at home football games and 6,500 for basketball games in Maples Pavilion. We also play at a variety of other sporting events, such as men's and women's volleyball, women's lacrosse, triathlon, and field hockey. Our main campus events, the fall and spring all-campus band runs, draw an audience of around 1,000 students each. We also play at a variety of community and campus events, such as Special Olympics, local schools, Relay for Life, and Big Game week rallies (both on campus and in San Francisco) which have anywhere from 40 to 200 people in attendance. Approximately 200 students participate over the course of the year. There are over 100 regular participants.

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

Aside from playing at all home football, women's volleyball, and men's and women's basketball games, and numerous other sports, the band holds several campus performances every year. We hold two all-campus band runs, one the first night of New Student Orientation and one the first week of spring quarter. We perform multiple times on campus as part of Big Game week, including every Gaieties performance. During spring quarter we also perform at Admit Weekend, hold Dollie Splash (introducing the new Dollies to the student body), Fountain Rally (playing at multiple campus fountains), and Library Rally (playing in campus study spaces just before finals week). We are also frequently invited to play on campus for other events.

**Why are you requesting Special Fees?**

The Leland Stanford Junior University Marching Band plays an indispensable role in the Stanford community at sporting events, campus performances, and outreach events. We are requesting Special Fees as an entirely student-driven organization. We are committed to supporting Stanford athletics from the regular season to the national championship. We seek to entertain and amuse the student body and the surrounding community. To do this, we need money for supplies and maintenance costs.

**BUDGET DETAIL**

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>General Operating Expenses</b>		<b>\$(77,200.00)</b>	<b>\$77,200.00</b>	<b>\$77,300.00</b>	<b>\$77,300.00</b>		
The Band does not budget its expenses on a per-event basis. Therefore, this enumeration reflects the needs of the Band for the full fiscal year.							
<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>6110</b>	<i>This line item compensates the Manager and Assistant Manager for their service to the Band throughout the year. We pay these individuals on a quarterly basis. The Manager salary is \$1500 for fall quarter and \$1400 for winter and spring, and the Assistant Manager salary is \$1400 for fall quarter and \$1300 for winter and spring. This small stipend helps to honor the service of two students who often give more time to the Band than a full-time job would require. We also request \$100 to cover processing fees.</i>	\$(8,400.00)	\$8,400.00	\$8,400.00	\$8,400.00		
Officer Salary (Undergraduate Special Fees/Annual)							
<b>6340</b>	<i>This line item mainly covers security expenses for the fall and spring band runs. These rallies are very important events for the student body. We are required to pay for police at these events in order to keep the participants and property safe. The fall rally generally costs about \$7000. We budget an additional \$3000 for the spring rally.</i>	\$(10,000.00)	\$10,000.00	\$10,000.00	\$10,000.00		
Security Services (Undergraduate Special Fees/Annual)							
<b>6560</b>	<i>The Band has significant food and drink expenses in order to provide for its large membership, especially during football season. We provide a small breakfast to the full football band prior to every Saturday field rehearsal, since these rehearsals must be scheduled before the dining halls open. This costs about \$1000 for the season. Occasionally football schedules also prohibit band members from eating lunch and/or dinner at dining halls; we provide a meal in those situations, this is about \$500. We also provide drinks and water during sporting events to stay hydrated, which costs about \$500. We also require \$500 for miscellaneous food for large recruiting and social events. Lastly, the Band plays for a variety of off-campus community service events throughout the year that often overlap with dining hall hours; we budget \$1000 to provide a small meal for members on those occasions.</i>	\$(3,500.00)	\$3,500.00	\$3,500.00	\$3,500.00		
Event Food (Undergraduate Special Fees/Annual)							
<b>7120</b>	<i>Our landline phone in the Band Shak costs about \$130 per month, billed all twelve months of the year. Additional other expenses are required on occasion. It is essential that we have a phone in the Shak so we can be reached about performance opportunities, and Band management needs to be able to make calls frequently. We therefore request \$1600 to maintain our phone service.</i>	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
Phone (Undergraduate Special Fees/Annual)							
<b>7130</b>	<i>We require some money for postage in order to maintain our Post Office box, which receives bills from companies we work with, as well as correspondence from alumni and people interested in the Band program. Additionally, we need to mail out materials throughout the year to maintain contacts with our community. We require some money for postage in order to maintain our Post Office box, which receives bills from companies we work with, as well as correspondence from alumni and people interested in the Band program. Additionally, we need to mail out materials throughout the year to maintain contacts with our community.</i>	\$(350.00)	\$350.00	\$350.00	\$350.00		
Postage/Courier (Undergraduate Special Fees/Annual)							

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The Band does not budget its expenses on a per-event basis. Therefore, this enumeration reflects the needs of the Band for the full fiscal year.

<b>Location:</b>	<b>Contact:</b>	<b>Attendance:</b>
<b>Url:</b>		

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7140</b> Copies (Not Marketing) (Undergraduate Special Fees/Annual)	\$(5,100.00)	\$5,100.00	\$5,100.00	\$5,100.00		
<i>Photocopying expenses are essential to the Band. We require large expenses every quarter in order to make enough copies of our music for the entire Band. For fall quarter, these costs are estimated at \$700, and \$300 for winter and spring quarters. Additionally, we require \$150 to maintain our archives in the Shak Library. We also need about \$450 to produce our handbook, which serves as our primary recruiting material. The lease on our in-house Xerox machine is about \$170/month, plus \$290 a quarter for usage. We need a machine in the Shak because it is more convenient (as well as cheaper) for copying small batches of music in the middle of the quarter. The Shak copier is also used for administrative copies and field charts during football season.</i>						
<b>7150</b> Office Supplies (Undergraduate Special Fees/Annual)	\$(600.00)	\$600.00	\$600.00	\$600.00		
<i>We require miscellaneous expenses throughout the year for staples, pens, paper, letterhead, mailing envelopes, and videotape.</i>						
<b>7220</b> Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	\$(150.00)	\$150.00	\$200.00	\$200.00		
<i>This line item covers recruiting and advertising for Dollies, Tree, Writers, Announcers, Fall and Spring recruiting efforts. We require paper fliers and other marketing materials throughout the year.</i>						

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		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7410</b>	<i>This is our largest line item. We require money to purchase instruments, uniforms, and materials for our field shows, as well as other expenses throughout the year. I will enumerate this line item based on how we categorize our expenses. Acquisitions. The Band provides an instrument to every member of the band. These instruments require consumable maintenance supplies on an ongoing basis. The woodwind sections require reeds, neck straps, mouthpieces, and cleaners (\$4500 per year), the brass sections require lubricants and mouthpieces (\$2000 per year), and the drums require sticks and replacement heads (\$2000 per year). In addition, we request \$1000 for the purchase of new hardware and cymbals for the drum set. Total: \$9,500. Computers and technology hardware. We require consumable computer supplies such as disks throughout the year, for an estimated cost of \$300. Total: \$300. Props. The Band's field shows are an integral part of each Stanford football game. We write two new shows for every home game and at least one road game (not including Big Game), and we require building materials and paint to make props for each show at an estimated \$250 for each show. Total: \$1750. Other hardware. Additionally, we require building materials and hardware to keep up our Shak throughout the year, unrelated to the field shows. Total: \$3500. Cases. We require new cases as they become worn out. We need cases to safely transport our instruments to away games for football, basketball and women's volleyball. Total: \$500. Uniforms. We require a significant amount of money to provide costumes and uniforms for the Band. The Drum Major requires \$4000 for costumes throughout the year. The majority of this money (\$2800) is spent during football season, at about \$350 for each home game, as well as Big Game, one road game, and a possible Bowl Game, and the rest (\$1200) is spent during winter and spring quarter. The expenses of the Drum Major are necessary to maintain the spirit and appearance of the Band at all of its performances. The Tree serves to provide spirit and visibility for the Band and for Stanford, and we request \$2500 for the Tree costume. Lastly, the Band purchases uniform hats for all its members once a year, for \$1750. Total: \$8250.</i>	\$(23,800.00)	\$23,800.00	\$23,800.00	\$23,800.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
<b>7430</b>	<i>Due to the large amount of property the Band maintains, we have significant maintenance expenses. Dry-cleaning our uniforms annually costs about \$1100. We request \$3000 for repairs to the valves and tubing of our trumpets, mellophones, and trombones, as well as \$500 for drum repairs. Repairs to bits, necks, and tubing for our sousaphones cost about \$2600, and repadding our woodwinds, fixing dents, and adjusting metal carriages will cost an estimated \$3000. We also request \$500 for miscellaneous repairs to other items such as the tree costume and graphics tower.</i>	\$(10,700.00)	\$10,700.00	\$10,750.00	\$10,750.00		
Equipment Maintenance (Undergraduate Special Fees/Annual)							
<b>7460</b>	<i>This line item covers uniforms for the Dollies. They require \$1400 per quarter for their dresses, as well as \$600 per quarter for shoes, make-up, hair ribbons, pom poms, dance spankies, and other accessories. The Dollies also require once-a-year expenses of \$1000 for luggage and tracksuits.</i>	\$(7,000.00)	\$7,000.00	\$7,000.00	\$7,000.00		
Costumes / Uniforms (Undergraduate Special Fees/Annual)							

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<b>General Operating Expenses</b>	<b>\$(77,200.00)</b>	<b>\$77,200.00</b>	<b>\$77,300.00</b>	<b>\$77,300.00</b>		

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<b>Location:</b>	<b>Contact:</b>	<b>Attendance:</b>
<b>Uri:</b>		

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>7730</b>	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
Car / Van Rental (Undergraduate Special Fees/Annual)						
<i>This line item covers transportation to Band events when private cars are not a viable option. We estimate a \$4000 expense for the annual UC Davis band competition in spring quarter, and an additional \$2000 for buses to various other performances throughout the year, such as Big Game rallies in San Francisco.</i>						

<b>APPLICATION TOTALS</b>	<b>\$(77,200.00)</b>	<b>\$77,200.00</b>	<b>\$77,300.00</b>	<b>\$77,300.00</b>		
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**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-5051-1-0-2800	BAND-LSJUMB	\$2,289.38
2-5051-1-0-9010	ST BAND O/S PURCHASE ORDER	\$0.00
2-5051-2-5-6090	BAND SPEC FEE LABOR FEES	\$0.00
2-5051-2-5-6110	BAND SPEC FEE OFFICER SALARY	\$2,800.00
2-5051-2-5-6340	BAND SPEC FEE SECURITY SERVICES	\$2,450.80
2-5051-2-5-6560	BAND SPEC FEE EVENT FOOD	\$1,842.40
2-5051-2-5-7090	BAND SPEC FEE PRIOR YEAR EXP	\$2,585.60
2-5051-2-5-7120	BAND SPEC FEE PHONE	\$676.35
2-5051-2-5-7130	BAND SPEC FEE POSTAGE/COURIER	\$290.00
2-5051-2-5-7140	BAND SPEC FEE COPIES (NOT MKTG)	\$2,777.78
2-5051-2-5-7150	BAND SPEC FEE OFFICE SUPPLIES	\$373.65
2-5051-2-5-7220	BAND SPEC FEE MKTG COPIES/PRINT EXP	\$84.91
2-5051-2-5-7410	BAND SPEC FEE EQUIP (NON-CAP)	\$13,627.89
2-5051-2-5-7430	BAND SPEC FEE EQUIP MAINT	\$5,779.90
2-5051-2-5-7460	BAND SPEC FEE COSTUMES/UNIFORMS	\$5,222.50
2-5051-2-5-7730	BAND SPEC FEE CAR/VAN RENTAL	\$4,475.00
2-5051-8-0-2810	BAND SAVINGS	\$5,542.19
2-5051-9-0-2820	BAND RESERVE	\$35,003.18