

Status: **Recommended with Modifications**

Financial Officer: Alexander Berger

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(39,847.50)	\$37,421.00	\$37,421.00	\$37,421.00		
Undergraduate Special Fees		\$37,421.00	\$37,421.00	\$37,421.00		
6310 - Honoraria Fees	\$(27,500.00)	\$27,500.00	\$27,500.00	\$27,500.00		
6320 - Technical Services	\$(850.00)	\$850.00	\$850.00	\$850.00		
6340 - Security Services	\$(330.00)	\$330.00	\$330.00	\$330.00		
6500 - Training Mat	\$(150.00)	\$150.00	\$150.00	\$150.00		
6560 - Event Food	\$(3,500.00)	\$3,500.00	\$3,500.00	\$3,500.00		
7020 - Co-Sponsorship Expenses	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00		
7080 - Event Supplies Expenses	\$(200.00)	\$200.00	\$200.00	\$200.00		
7120 - Phone	\$(30.00)	\$30.00	\$30.00	\$30.00		
7130 - Postage/Courier	\$(370.00)	\$370.00	\$370.00	\$370.00		
7150 - Office Supplies	\$(50.00)	\$50.00	\$50.00	\$50.00		
7220 - Marketing Copies / Print Expenses	\$(530.00)	\$530.00	\$530.00	\$530.00		
7420 - Equipment Rental	\$(700.00)	\$700.00	\$700.00	\$700.00		
7510 - Facilities Rental	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
7520 - Facilities Janitorial	\$(321.00)	\$321.00	\$321.00	\$321.00		
7720 - Gas	\$(190.00)	\$190.00	\$190.00	\$190.00		
[All Expense Total]	\$(39,847.50)					

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 each of the last three years and been successful.

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

Yes, we requested \$36,211.50 last year and are requesting \$37,421 this year. The increase comes from actually including security and facilities rental in the Big Speaker budget. Last year, we failed to do so, and had to file a budget modification and draw on our reserves. We have actually cut our budget in a number of areas, including technical services, postage, janitorial, etc.

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

The receipt of Special Fees will allow Stanford in Government (SIG) to host regular events with Stanford faculty and visiting fellows which will open political discussion to the Stanford community. They will also allow SIG to bring contemporary and influential speakers to campus through co-sponsorship with other campus organizations and, most especially, through SIG's own Big Speaker event in the spring.

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

The three largest line items in Stanford in Government's 2011-12 budget are: 1) Honoraria Fees (6310) for Big Speaker. Big Speaker is Stanford in Government's largest event of the year in terms of audience, speaker caliber, and planning effort. In this event, we strive to bring relevant and important political figures to campus. Speakers of this caliber command a high fee, and along with co-sponsorship from its traditional partner ASSU Speakers Bureau, it is through Special Fees that Stanford in Government (SIG) is able to afford these speakers. SIG's honorarium budget for Big Speaker has not been increased for several years, and we feel that an increase this year is justified in light of escalating speaking costs. Big Speaker is SIG's primary event and the securing of an inspiring speaker is key to the success of the event. 2) Event Food (6560) for Campus Awareness Events. Providing lunch during small-group policy discussions with Stanford professors has proved a crucial draw. Students are much more willing to attend stimulating talks over lunches, and we have been able to continue to grow the attendance at these events with the support of Special Fees. Student from all different disciplines attend and enjoy the lunches. 3) Co-sponsorship Expenses (7020) for Various Speakers. SIG works with a wide variety of campus organizations to bring diverse speakers to campus. In the recent past, SIG has teamed with ASSU Speakers Bureau, the NAACP, FACES, STAND, SPOON, The Roosevelt Institute, FACEAIDS, and the Stanford Law School. Co-sponsorship allows SIG to help bring important speakers to campus as well as stimulating exciting partnerships with our fellow student groups.

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

Stanford in Government uses a combination of electronic fliers, distributed through university lists, as well as the SIG Friends list, which reaches approximately 1250 members of the Stanford community, and physical fliers posted around campus. We also use Facebook groups and events to advertise for events. We run a weekly PEAS (Policy Events at Stanford) email that lists the 5 or so most exciting events for that week. We also regularly post on Events@Stanford.

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: \$56,842.25, including reserves. This will decline substantially after the Spring Big Speaker, for which we plan to draw on our reserves.
- 2) Reserves: \$32,190.91
- 3) None-ASSU bank accounts: NONE
- 4) Other sources of funding: Haas Center for Public Service Gift Account

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

Stanford in Government (SIG) provides a large variety of programming to the Stanford community. Under the umbrellas of different committees, these events all work toward expanding the political awareness and engagement of the community. The Campus Awareness committee hosts weekly policy lunches, gathering esteemed faculty and visiting fellows together with students to discuss and debate current policy. In the past two years, topics ranged from the importance of the West in the upcoming general election to a skeptic's view of global warming to Obama's most pressing foreign policy challenges. Through its dedication to nonpartisanship, SIG is able to bring together faculty and students of all political stripes, allowing for lively and open debate. The Public Policy Forum, another of SIG's committees, sets up multidisciplinary panels on key current events. This committee is also responsible for Big Speaker, SIG's main event, which brings important and influential political personages to campus to share their expertise and political insider's eye with the Stanford community. Additionally, each summer SIG's Fellowships Program offers between thirty and forty summer internship opportunities for students to work in public service. Fellows are placed in local, national, and international government branches and NGOs. SIG has established relationships with its host organizations and we work to ensure that fellows will engage in substantial activities throughout the summer. Fellows are also given a stipend of \$4000, funded through endowments that are administered by the Haas Center for Public Service. Stanford students can apply to our fellowships during the winter quarter by first submitting a written application, complete with an essay and faculty recommendations. For each fellowship, five students will be selected for a final round interview, which will be conducted by members of SIG, the past fellow, and the faculty advisor for that fellowship. Selections are announced before the end of winter quarter – we are currently in the process of interviewing this year's applicants. On a side note, SIG is offering at least 5 new fellowships this year. Finally, SIG's Campus and Community Partnerships Committee seeks to bring together Stanford students and the larger Stanford community in the effort to spread political awareness and education.

Why are you requesting Special Fees?

Stanford in Government (SIG) is recognized in the Stanford community for its extensive programming, as well as its fellowships program, which provides 35 fully funded summer internships around the world to deserving undergraduates. Stanford Department of Political Science Professor Larry Diamond recently commented that SIG "is one of the most vital and exciting programs" on campus. Through its dedications to nonpartisan political awareness, SIG is able to bring together students and faculty members of every political stripe with educational and informative events. Whether through lunches where Stanford students get that chance to discuss and debate policy with esteemed professors and fellows, or panels of thoughtfully chosen speakers, SIG strives to deepen the political understanding of the Stanford community. The annual Big Speaker event – the main event in SIG's year – has in recent years brought former Senator John Edwards, former Sec. of State Madeleine Albright, and former Pakistani President Pervez Musharraf to Stanford. We are currently making arrangements for a large speaker in the Spring. To continue this tradition of broadly stimulating campus programming, Stanford in Government is requesting Special Fees.

What is the average attendance at your events?

Typically a large, speaker event garners between 150 and 250 students. Policy lunches have on average about 15 students. Other panel discussions and events usually have between 30 and 70 attendees, depending on the topic and venue. Big Speaker has between 600 and 2,000.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected	
Big Speaker 2011-12		\$(31,001.00)	\$31,001.00	\$31,001.00	\$31,001.00			
Location:	Contact:	Attendance:						
Url:								
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected	
6310	<i>Stanford in Government partners with ASSU Speakers Bureau each year to host a 'Big Speaker' of political relevance and importance. Expenses for the event routinely fall between \$40,000 and \$100,000. SIG works closely with other campus partners to raise additional funds for this event. Previous Big Speakers include Pervez Musharraf, Madeleine Albright, John Edwards, Ehud Barak, and Janet Reno. SIG works extremely hard to maintain a responsible budget for Big Speaker, almost always negotiating a steep reduction in speaking fees. However, speaking fees and related costs for major speakers have increased rapidly in recent years, while SIG's honorarium has increased much slower. We are requesting an increase in the amount allotted for honoraria in order to maintain the high caliber of speakers we have been fortunate to bring to campus in recent years - and have already begun negotiating with a very important Big Speaker for Fall 2011.</i>	\$ (27,500.00)	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00			
Honoraria Fees (Undergraduate Special Fees/Annual)								
6320	<i>Technical fees related Big Speaker 2012. Based on cost of this year's Big Speaker events technical and labor fees.</i>	\$ (850.00)	\$ 850.00	\$ 850.00	\$ 850.00			
Technical Services (Undergraduate Special Fees/Annual)								
6340	<i>Security for high-profile Big Speaker. Based on this year's expenditure for Henry Kissinger and others - estimate from Stanford Department of Public Safety.</i>	\$ (330.00)	\$ 330.00	\$ 330.00	\$ 330.00			
Security Services (Undergraduate Special Fees/Annual)								
7080	<i>Tickets for the Big Speaker 2012. 700 tickets * .25\$/ticket + \$25 event set up fee.</i>	\$ (200.00)	\$ 200.00	\$ 200.00	\$ 200.00			
Event Supplies Expenses (Undergraduate Special Fees/Annual)								
7420	<i>Equipment and labor for our first Big Speaker this year was \$296.25. We expect to spend another \$400 on equipment rental and labor for significant speakers this year, and the same next year.</i>	\$ (700.00)	\$ 700.00	\$ 700.00	\$ 700.00			
Equipment Rental (Undergraduate Special Fees/Annual)								
7510	<i>Large auditorium (e.g. Dinkelspiel). Less than the \$1,300 for this year's Big Speaker auditorium.</i>	\$ (1,200.00)	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00			
Facilities Rental (Undergraduate Special Fees/Annual)								
7520	<i>Janitorial fees for auditorium cleaning (Dinkelspiel) according to ABM Pricing Guidelines.</i>	\$ (221.00)	\$ 221.00	\$ 221.00	\$ 221.00			
Facilities Janitorial (Undergraduate Special Fees/Annual)								
Board Retreat		\$(340.00)	\$340.00	\$340.00	\$340.00			
Location:	Contact:	Attendance:						
Url:								
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected	
6500	<i>Retreat for leadership planning and committee selection with the incoming board at the beginning of the year.</i>	\$ (150.00)	\$ 150.00	\$ 150.00	\$ 150.00			
Training Mat (Undergraduate Special Fees/Annual)								
7720	<i>For transportation for 15 board members for the leadership development and committee selection retreat, traditionally held in Santa Cruz. This year's expenses plus inflation.</i>	\$ (190.00)	\$ 190.00	\$ 190.00	\$ 190.00			
Gas (Undergraduate Special Fees/Annual)								
Campus Awareness Events		\$(3,150.00)	\$3,150.00	\$3,150.00	\$3,150.00			
Location:	Contact:	Attendance:						
Url:								
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected	

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected	
Campus Awareness Events		\$(3,150.00)	\$3,150.00	\$3,150.00	\$3,150.00			
Location:	Contact:	Attendance:						
Url:								
6560	<i>Campus Awareness holds policy lunches with faculty and distinguished fellows at Stanford. There are normally 10 policy lunches per quarter, attended by an average of 15 students each. 7\$/person*15 people/event*10 events/quarter * 3 quarters = \$3150, a decline from last year.</i>	\$(3,150.00)	\$3,150.00	\$3,150.00	\$3,150.00			
Event Food (Undergraduate Special Fees/Annual)								
Fellowships		\$(440.00)	\$440.00	\$440.00	\$440.00			
Location:	Contact:	Attendance:						
Url:								
6560	<i>Snacks and drinks for 100 people attending Fellowships Information Night during early winter quarter (\$200); food for ~30 former SIG fellows who help in the selection process for next year's fellow by getting together to read next year's applications (\$150).</i>	\$(350.00)	\$350.00	\$350.00	\$350.00			
Event Food (Undergraduate Special Fees/Annual)								
7120	<i>For Google Voice or other comparable credit for calls to international host organizations.</i>	\$(30.00)	\$30.00	\$30.00	\$30.00			
Phone (Undergraduate Special Fees/Annual)								
7130	<i>For communication (e.g. mailing contracts) with fellowship hosts around the world.</i>	\$(60.00)	\$60.00	\$60.00	\$60.00			
Postage/Courier (Undergraduate Special Fees/Annual)								
Operations and Marketing		\$(890.00)	\$890.00	\$890.00	\$890.00			
Location:	Contact:	Attendance:						
Url:								
7130	<i>For mailing biannual newsletter to important supporters. \$310 = 2*\$142.37 (this fall's mailing cost) * 1.1 (based on estimated growth in circulation and inflation).</i>	\$(310.00)	\$310.00	\$310.00	\$310.00			
Postage/Courier (Undergraduate Special Fees/Annual)								
7150	<i>Specialized supplies (stationary, thank you notes) and general (whiteboard markers, pens, paper). Used for, amongst other things, processing applications.</i>	\$(50.00)	\$50.00	\$50.00	\$50.00			
Office Supplies (Undergraduate Special Fees/Annual)								
7220	<i>Printing for the biannual newsletter to important supporters. This fall's was \$238.24. \$530 is the result of doubling that and adjusting for inflation and some expansion in circulation.</i>	\$(530.00)	\$530.00	\$530.00	\$530.00			
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)								
Various Speakers and Cosponsorships		\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00			
Location:	Contact:	Attendance:						
Url:								
7020	<i>We have cosponsored events so far this year with the ASSU Speakers Bureau, STAND, and SAID. This allows to support other policy-relevant events on campus.</i>	\$(1,500.00)	\$1,500.00	\$1,500.00	\$1,500.00			
Co-Sponsorship Expenses (Undergraduate Special Fees/Annual)								
7520	<i>Locking and unlocking of rooms used for Public Policy Forum, Campus Awareness, and other co-sponsored events.</i>	\$(100.00)	\$100.00	\$100.00	\$100.00			
Facilities Janitorial (Undergraduate Special Fees/Annual)								
APPLICATION TOTALS		\$(37,421.00)	\$37,421.00	\$37,421.00	\$37,421.00			

Copies/Not Marketing

ACCOUNT BALANCES

Account		Balance
2-7487-1-0-2800	ST IN GOVERNMENT	-\$36.56
2-7487-1-0-2830	ST IN GOV'T STANFORD FUND	\$0.00
2-7487-1-0-9010	SIG O/S PURCHASE ORDER	\$1,079.90
2-7487-2-5-6310	SIG SPEC FEE HONORARIA FEES	\$17,400.00
2-7487-2-5-6320	SIG SPEC FEE TECHNICAL SERVICES	\$157.60
2-7487-2-5-6500	SIG SPEC FEE TRAINING MAT	\$0.00
2-7487-2-5-6560	SIG SPEC FEE EVENT FOOD	\$1,105.25
2-7487-2-5-7020	SIG SPEC FEE COSPONSORSHIP EXP	\$695.00
2-7487-2-5-7080	SIG SPEC FEE EVENT SUPPLIES EXP	\$60.00
2-7487-2-5-7130	SIG SPEC FEE POSTAGE/COURIER	\$418.54
2-7487-2-5-7150	SIG SPEC FEE OFFICE SUPPLIES	\$0.00
2-7487-2-5-7220	SIG SPEC FEE MKTG COPIES/PRINT EXP	\$476.50
2-7487-2-5-7420	SIG SPEC FEE EQUIP RENTAL	\$703.75
2-7487-2-5-7510	SIG SPEC FEE FACILITIES RENTAL	\$70.00
2-7487-2-5-7520	SIG SPEC FEE FACILITIES JANITORIAL	\$219.00
2-7487-2-5-7720	SIG SPEC FEE GAS	\$120.50
2-7487-7-5-6310	SIG SPEAKERS ROOSEVELT SPEC FEE HONORARIA FEES	\$3,500.00
2-7487-7-5-7840	SIG SPEAKERS SPEC FEE TICKETS EXP	\$122.50
2-7487-9-0-2820	SIG RESERVE	\$32,190.91