

Status: **Recommended with Modifications**

Financial Officer: Daniel Vinh

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(16,700.00)</b>	<b>\$16,700.00</b>	<b>\$16,700.00</b>	<b>\$16,700.00</b>		
Undergraduate Special Fees		\$16,700.00	\$16,700.00	\$16,700.00		
6090 - Labor Fees/Taxes	\$(600.00)	\$600.00	\$600.00	\$600.00		
6560 - Event Food	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
7080 - Event Supplies Expenses	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00		
7200 - General Marketing Expenses	\$(100.00)	\$100.00	\$100.00	\$100.00		
7410 - Equipment Purchase (Non-Cap)	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00		
7420 - Equipment Rental	\$(9,000.00)	\$9,000.00	\$9,000.00	\$9,000.00		
[All Expense Total]	\$(16,700.00)					

## 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 last year requesting \$16,350 and was approved \$16,140.

**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 have increased our budget for event food. We see this as a necessary in order to help attract a greater number of people to our events. We have found that events held during lunch or over dinner usually receive the most people as they don't have classes. This increased attendance is vital to our group's mission of fostering grass roots cultural change towards sustainability.

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

We work to promote energy efficient and environmentally sustainable buildings and practices at Stanford University.

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

Equipment Rental, Equipment Purchase, and Event Supplies. These three all contribute to SSS sustainability projects throughout the year and help to transform White Plaza into a showcase for these projects. The primary equipment rentals and purchases can be attributed to tents, audio, and video setup to provide a unique campus-wide educational experience for the Stanford Community.

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

We usually have 20-30 people show up to our smaller events/workshops. Attendance to FutureFest is about 200 or more.

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

We have registered with Events at Stanford, although the details of the event (2012 GreenFest, name TBD) are to be worked out. We usually have high turn out due to e-mail promotion, flyering, and enthusiastic word of mouth. The fact that this is an annual event also helps to increase word-of-mouth spread and results in a high turnout number.

**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: \$18,187.64
- 2) Reserves: \$359.25
- 3) N/A
- 4) GreenFund, Mel Lane

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

We hold many educational workshops, offer many volunteer opportunities to make Stanford more sustainable, lead institutional change to make Stanford as efficient and off the grid as possible, and have our annual GreenFest to promote cultural change and showcase artistic and sustainable projects happening on campus.

**Why are you requesting Special Fees?**

We request Special Fees to help fund for our annual GreenFest event held in White Plaza, as well as smaller projects throughout the year to help promote sustainability on campus. All requests were listed under GreenFest because these smaller projects cumulate to a showcase at GreenFest for educational and informative purposes.

**BUDGET DETAIL**

		<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>GreenFest 2012 (Name TBD)</b>		<b>\$(16,700.00)</b>	<b>\$16,700.00</b>	<b>\$16,700.00</b>	<b>\$16,700.00</b>		
<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>6090</b>	<i>Labor and taxes for annual vision earth/future fest. The transformation of White Plaza includes the set up of several stands and tents with associated labor costs.</i>	\$(600.00)	\$600.00	\$600.00	\$600.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
<b>6560</b>	<i>Food to attract people to SSS workshops, lunch discussions, movie screenings, and for leadership-building retreats.</i>	\$(1,000.00)	\$1,000.00	\$1,000.00	\$1,000.00		
Event Food (Undergraduate Special Fees/Annual)							
<b>7080</b>	<i>Covers expenses for SSS-sponsored workshops, service talks, and the annual vision earth/ future fest.</i>	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00		
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
<b>7200</b>	<i>Purchases related to publicity of SSS events including workshops, movie screenings, and the annual GreenFest/Vision Earth</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)							
<b>7410</b>	<i>Equipment purchases for SSS projects throughout the year and for the annual campus-wide future fest event.</i>	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00		
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)							
<b>7420</b>	<i>Primary source of funding for annual Earth Day/Future Fest/Vision Earth. Costs cover equipment rental for transforming White Plaza.</i>	\$(9,000.00)	\$9,000.00	\$9,000.00	\$9,000.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
<b>APPLICATION TOTALS</b>		<b>\$(16,700.00)</b>	<b>\$16,700.00</b>	<b>\$16,700.00</b>	<b>\$16,700.00</b>		

ACCOUNT BALANCES

Account		Balance
2-7240-1-0-2800	STUDENTS FOR A SUSTAINABLE STANFORD	\$1,810.08
2-7240-1-0-2830	STUDENTS FOR A SUSTAINABLE STANFORD FUND	\$504.09
2-7240-1-0-9010	STDNT SUSTAIN STNFRD O/S PURCHASE ORDER	\$150.00
2-7240-2-5-6090	STDNT SUSTAIN STNFRD SPEC FEE LABOR FEES/TAXES	\$600.00
2-7240-2-5-6560	STDNT SUSTAIN STNFRD SPEC FEE EVENT FOOD	\$500.00
2-7240-2-5-7080	STDNT SUSTAIN STNFRD SPEC FEE EVENT SUPPLIES EX	\$1,991.47
2-7240-2-5-7200	STDNT SUSTAIN STNFRD SPEC FEE GENERAL MAT EXP	\$10.00
2-7240-2-5-7410	STDNT SUSTAIN STNFRD SPEC FEE EQUIP PURCH (NON	\$4,000.00
2-7240-2-5-7420	STDNT SUSTAIN STNFRD SPEC FEE EQUIPMENT RENTAL	\$9,000.00
2-7240-4-5-7420	STDNT SUSTAIN STNFRD PROG BD ANN EQUIP RENTAL	\$148.50
2-7240-9-0-2820	SPEACK RESERVE	-\$359.25