Volunteers In Latin America 8838

ASSU Special Fees

[2/22/2011]

Status:  Recommended with Modifications

Financial Officer:  Sarah Hennessy

<table>
<thead>
<tr>
<th>APPLICATION SUMMARY</th>
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<tbody>
<tr>
<td><strong>Application Summary</strong></td>
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<tr>
<td><strong>APPLICATION TOTALS</strong></td>
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<tr>
<td>Undergraduate Special Fees</td>
</tr>
<tr>
<td>6110 - Officer Salary</td>
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<tr>
<td>6320 - Technical Services</td>
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<tr>
<td>6500 - Training Mat</td>
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<tr>
<td>6560 - Event Food</td>
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<tr>
<td>7120 - Phone</td>
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<tr>
<td>7140 - Copies (Not Marketing)</td>
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<tr>
<td>7220 - Marketing Copies / Print Expenses</td>
</tr>
<tr>
<td>7710 - Travel Fares</td>
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<td>7720 - Gas</td>
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<td>7740 - Accomodations</td>
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<td>[All Expense Total]</td>
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Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.
VILA relies on special fees, and applies every year. Each year, we have been approved.

If you applied for Special Fees last year, is there an increase in the amount you’re seeking this year? If so, why?
We have increased our budget minimally this year, around $300.

How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?
We have not registered with Events in the past, but we plan to do so this spring. We are planning to hold a possible fundraising/ awareness raising event.
In the past, we have publicized events through flyers, email lists, and social networking sites like Facebook.

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

Please list all: 1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special
- $900 program fee charged to each participant; used to partially cover airfare

What are the three largest line item requests in your budget and why?
Officer's Salary- the officers' stipend is integral to VILA, as it is necessary to allow 2 prior volunteers to return the following summer as trip leaders, to guide a new group of volunteers. The stipend is used to cover trip leaders' airfare, housing, food, and transportation during the summer.

What events/programs does your group hold throughout the year for the Stanford Community?
VILA holds or co-sponsors cultural events throughout the year in order to bring the issues of street and working children to wider review in the Stanford community. For example, VILA co-sponsors Posadas, and holds information sessions.

What is the average attendance at your events?
Summer: 12 undergrads
Cultural events: 50, students and community members

Why are you requesting Special Fees?
Special fees are integral to our program, as we take an average of 10 Stanford undergrads to Quito Ecuador to volunteer with street and working children for the summer. The program fee charged to participants covers most of their airfare, and special fees are used for housing, food, and transportation for the summer.
### EVENT #1 – Volunteer Recruitment

Flyers are put up to publicize for a series of meetings on campus to attract new volunteers. At this meeting, pictures and a video from the children’s shelter are shown to potential applicants, and last year’s volunteers share their experiences.

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<tr>
<td>$(10.00)</td>
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- **Marketing Copies / Print Expenses**
  - Undergraduate Special Fees (Annual)
  - Budgeted: $(10.00)
  - Requested: $10.00
  - Recommend: $10.00
  - Approved: $10.00
  - Attendance: 

- **Volunteer recruitment advertising, flyer paper and printing**

### EVENT #10 – On-site Volunteer Orientation in Quito

The entire VILA group will spend three days in downtown Quito becoming acquainted with the city and its customs. This includes tours of the city and visits to the shelter where volunteers will be working.

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- **Marketing Copies / Print Expenses**
  - Undergraduate Special Fees (Annual)
  - Budgeted: $(565.00)
  - Requested: $565.00
  - Recommend: $565.00
  - Approved: $565.00
  - Attendance: 

### EVENT #11- Daily Living Expenses in Quito

All volunteers will live in the shelter, La Casa de la Niñez, for one month and live with a host family for one month. Lunch will be eaten at the shelter with the kids, while breakfast and dinner will be prepared and eaten independently or with host families.

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<td>$(5,395.00)</td>
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- **Event Food Expenses**
  - Undergraduate Special Fees (Annual)
  - Budgeted: $(5,395.00)
  - Requested: $5,395.00
  - Recommend: $5,395.00
  - Approved: $5,395.00
  - Attendance: 

- **Food stipend for shelters, $40 x 8 weeks**

### Technical Services

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<td>$(45.00)</td>
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- **Phone**
  - Undergraduate Special Fees (Annual)
  - Budgeted: $(45.00)
  - Requested: $45.00
  - Recommend: $45.00
  - Approved: $45.00
  - Attendance: 

- **Phone purchases, $50 x 2 trip leaders**

- **Travel Fares**
  - Undergraduate Special Fees (Annual)
  - Budgeted: $(200.00)
  - Requested: $200.00
  - Recommend: $200.00
  - Approved: $200.00
  - Attendance: 

- **Host family remuneration (includes breakfast and dinner for volunteers)**

- **Trip leader housing stipend**

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## EVENT #13 – Supervisor Stipend

In order to entice qualified, reliable, and dedicated supervisors we are offering a $2500/supervisor stipend to compensate for any money supervisors could have made by receiving a fellowship or working at home. It is fundamental to VILA, especially with the additional volunteers and multiple placements this year, to have fully dedicated and hard-working supervisors, so this stipend is an absolutely necessary expense.

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<td>Officer Salary</td>
<td>$6,000.00</td>
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<td>$6,000.00</td>
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<tr>
<td>two supervisors, $3000 stipend each</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
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Volunteers and supervisors meet over a weekly dinner to discuss the week’s events, give feedback, and express concerns about their work. This is conducted away from the shelter at a local restaurant in Quito to give the volunteers a mental break from their work.

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<tr>
<td>Travel Fares</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>travel stipend to an from weekly group dinners</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
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Weekly meetings are held in spring quarter to train and prepare students for the summer volunteer experience.

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<tr>
<td>copies for spring quarter training course</td>
<td>$55.00</td>
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<td>$55.00</td>
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Upon arrival back to campus, volunteers will meet to discuss their experiences, fill out evaluation forms, and help plan for the upcoming year.

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<tr>
<td>Travel Fares</td>
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<td>$165.00</td>
<td>$165.00</td>
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<tr>
<td>food stipend for debriefing, $15 x 11 volunteers</td>
<td>$165.00</td>
<td>$165.00</td>
<td>$165.00</td>
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10 volunteers and 2 supervisors will fly to Ecuador from their hometown airports in late June, and will return at the end of August.

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<tr>
<td>roundtrip airfare to quito, ecuador</td>
<td>$5,160.00</td>
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Dinner the last week of volunteer work to celebrate.

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<tr>
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<td>$99.00</td>
<td>$99.00</td>
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<tr>
<td>final dinner in quito</td>
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<td>$99.00</td>
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## Final Dinner in Quito

Dinner the last week of volunteer work to celebrate.

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<td>Staff: 0</td>
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<td></td>
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<th>Event Food (Undergraduate Special Fees/Annual)</th>
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<td>final dinner in Quito</td>
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<td>2-8838-1-0-2800</td>
<td>VOLUNTEERS IN LATIN AMERICA</td>
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<td>VILA SPEC FEE OFFICER SALARY</td>
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