

Status: **Recommended with Modifications**

Financial Officer: Sarah Hennessy

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(18,079.00)	\$18,079.00	\$18,079.00	\$18,079.00		
Undergraduate Special Fees		\$18,079.00	\$18,079.00	\$18,079.00		
6110 - Officer Salary	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
6320 - Technical Services	\$(75.00)	\$75.00	\$75.00	\$75.00		
6500 - Training Mat	\$(150.00)	\$150.00	\$150.00	\$150.00		
6560 - Event Food	\$(909.00)	\$909.00	\$909.00	\$909.00		
7120 - Phone	\$(240.00)	\$240.00	\$240.00	\$240.00		
7140 - Copies (Not Marketing)	\$(55.00)	\$55.00	\$55.00	\$55.00		
7220 - Marketing Copies / Print Expenses	\$(40.00)	\$40.00	\$40.00	\$40.00		
7710 - Travel Fares	\$(5,460.00)	\$5,460.00	\$5,460.00	\$5,460.00		
7720 - Gas	\$(50.00)	\$50.00	\$50.00	\$50.00		
7740 - Accomodations	\$(5,100.00)	\$5,100.00	\$5,100.00	\$5,100.00		
[All Expense Total]	\$(18,079.00)					

QUESTIONS & ANSWERS

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.

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

N/A

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 is the average attendance at your events?

Summer: 12 undergrads
Cultural events: 50, students and community members

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 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 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.

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.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
EVENT #1 – Volunteer Recruitment		\$(40.00)	\$40.00	\$40.00	\$40.00		
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.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	<i>informative slide show, fall quarter</i>	\$(10.00)	\$10.00	\$10.00	\$10.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	<i>volunteer recruitment advertising, flyer paper and printing</i>	\$(30.00)	\$30.00	\$30.00	\$30.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
EVENT #10 – On-site Volunteer Orientation in Quito		\$(565.00)	\$565.00	\$565.00	\$565.00		
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.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>food stipend for on-site volunteer orientation, \$15 x 11 volunteers</i>	\$(165.00)	\$165.00	\$165.00	\$165.00		
Event Food (Undergraduate Special Fees/Annual)							
7740	<i>hostel rooms for on-site volunteer orientation in Quito</i>	\$(400.00)	\$400.00	\$400.00	\$400.00		
Accommodations (Undergraduate Special Fees/Annual)							
Event #11- Daily Living Expenses in Quito		\$(5,395.00)	\$5,395.00	\$5,395.00	\$5,395.00		
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.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6320	<i>internet, \$5 x 9 volunteers</i>	\$(45.00)	\$45.00	\$45.00	\$45.00		
Technical Services (Undergraduate Special Fees/Annual)							
6320	<i>internet, \$15 x 2 trip leaders</i>	\$(30.00)	\$30.00	\$30.00	\$30.00		
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>food stipend for trip leaders, \$80 x 2 trip leaders</i>	\$(160.00)	\$160.00	\$160.00	\$160.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>food stipend for shelters, \$40 x 8 weeks</i>	\$(320.00)	\$320.00	\$320.00	\$320.00		
Event Food (Undergraduate Special Fees/Annual)							
7120	<i>phone cards</i>	\$(140.00)	\$140.00	\$140.00	\$140.00		
Phone (Undergraduate Special Fees/Annual)							
7120	<i>phone purchases, \$50 x 2 trip leaders</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Phone (Undergraduate Special Fees/Annual)							
7710	<i>daily travel to work via Quito public transport</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Travel Fares (Undergraduate Special Fees/Annual)							
7740	<i>host family remuneration (includes breakfast and dinner for volunteers)</i>	\$(3,600.00)	\$3,600.00	\$3,600.00	\$3,600.00		
Accommodations (Undergraduate Special Fees/Annual)							
7740	<i>trip leader housing stipend</i>	\$(800.00)	\$800.00	\$800.00	\$800.00		
Accommodations (Undergraduate Special Fees/Annual)							

Volunteers In Latin America 8838

[#6157]

ASSU Special Fees

2/22/2011

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
EVENT #13 - Supervisor Stipend		\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
<p>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.</p> <p>Location: Contact: Attendance:</p> <p>Url:</p>							
6110	<i>two supervisors, \$3000 stipend each</i>	\$(6,000.00)	\$6,000.00	\$6,000.00	\$6,000.00		
<p>Officer Salary (Undergraduate Special Fees/Annual)</p>							
EVENT #16 - Weekly dinners		\$(100.00)	\$100.00	\$100.00	\$100.00		
<p>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.</p> <p>Location: Contact: Attendance:</p> <p>Url:</p>							
7710	<i>travel stipend to an from weekly group dinners</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
<p>Travel Fares (Undergraduate Special Fees/Annual)</p>							
EVENT #2-Volunteer Introductory Retreat		\$(200.00)	\$200.00	\$200.00	\$200.00		
<p>Retreat starting early Saturday morning and ending Sunday afternoon that will introduce all volunteers to one another, launch off the Spring 2006 training session, and introduce the issues volunteers will face over the summer.</p> <p>Location: Contact: Attendance:</p> <p>Url:</p>							
6500	<i>lodging and food</i>	\$(150.00)	\$150.00	\$150.00	\$150.00		
<p>Training Mat (Undergraduate Special Fees/Annual)</p>							
7720	<i>gas stipend</i>	\$(50.00)	\$50.00	\$50.00	\$50.00		
<p>Gas (Undergraduate Special Fees/Annual)</p>							
EVENT #3 -Prefield Training: Spring Quarter		\$(55.00)	\$55.00	\$55.00	\$55.00		
<p>Weekly meetings are held in Spring quarter to train and prepare students for the summer volunteer experience.</p> <p>Location: Contact: Attendance:</p> <p>Url:</p>							
7140	<i>copies for Spring Quarter training course</i>	\$(55.00)	\$55.00	\$55.00	\$55.00		
<p>Copies (Not Marketing) (Undergraduate Special Fees/Annual)</p>							
EVENT #7 - Debriefing meeting, fall quarter 2007		\$(465.00)	\$465.00	\$465.00	\$465.00		
<p>Upon arrival back to campus, volunteers will meet to discuss their experiences, fill out evaluation forms, and help plan for the upcoming year.</p> <p>Location: Contact: Attendance:</p> <p>Url:</p>							
6560	<i>food stipend for debriefing, \$15 x 11 volunteers</i>	\$(165.00)	\$165.00	\$165.00	\$165.00		
<p>Event Food (Undergraduate Special Fees/Annual)</p>							
7740	<i>hostel rooms for debriefing outside Quito, ~\$27 x 11 volunteers</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
<p>Accommodations (Undergraduate Special Fees/Annual)</p>							
EVENT #9 -Travel to Ecuador		\$(5,160.00)	\$5,160.00	\$5,160.00	\$5,160.00		
<p>10 volunteers and 2 supervisors will fly to Ecuador from their hometown airports in late June, and will return at the end of August.</p> <p>Location: Contact: Attendance:</p> <p>Url:</p>							
7710	<i>roundtrip airfare to Quito, Ecuador</i>	\$(5,160.00)	\$5,160.00	\$5,160.00	\$5,160.00		
<p>Travel Fares (Undergraduate Special Fees/Annual)</p>							
Final Dinner in Quito		\$(99.00)	\$99.00	\$99.00	\$99.00		
<p>Dinner the last week of volunteer work to celebrate.</p> <p>Location: Contact: Attendance: 11(total)</p> <p>Url: UG: 11 Staff: 0</p> <p>Grad: 0 Other: 0</p>							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Final Dinner in Quito	\$(99.00)	\$99.00	\$99.00	\$99.00		

Dinner the last week of volunteer work to celebrate.

Location:	Contact:	Attendance:	11(total)			
Uri:			UG: 11	Staff: 0		
			Grad: 0	Other: 0		

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560 <i>final dinner in Quito</i>	\$(99.00)	\$99.00	\$99.00	\$99.00		

Event Food
(Undergraduate Special
Fees/Annual)

APPLICATION TOTALS	\$(18,079.00)	\$18,079.00	\$18,079.00	\$18,079.00		
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ACCOUNT BALANCES

Account		Balance
1-8838-0-0-1700	VOLUNTEERS IN LATIN AMER LOAN ACCT (VILA)	\$0.00
2-8838-1-0-2800	VOLUNTEERS IN LATIN AMERICA	\$11,593.98
2-8838-2-5-6110	VILA SPEC FEE OFFICER SALARY	\$6,000.00
2-8838-2-5-7220	VILA SPEC FEE MKTG COPIES/PRINT EXP	\$25.00
2-8838-9-0-2820	VOLUNTEERS IN LATIN AMER RESERVE	\$753.00