

Status: **Recommended with Modifications**

Financial Officer: Melissa Aphayrath

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(27,693.90)	\$26,193.90	\$19,520.31	\$19,520.31		
Undergraduate Special Fees		\$26,193.90	\$19,520.31	\$19,520.31		
6090 - Labor Fees/Taxes	\$(1,320.00)	\$1,320.00	\$1,320.00	\$1,320.00		
6240 - Casual Labor	\$(200.00)	\$200.00	\$200.00	\$200.00		
6310 - Honoraria Fees	\$(5,450.00)	\$5,450.00	\$4,450.00	\$4,450.00		
6320 - Technical Services	\$(2,165.00)	\$2,165.00	\$2,165.00	\$2,165.00		
6500 - Training Mat	\$(900.00)	\$900.00	\$900.00	\$900.00		
6560 - Event Food	\$(6,803.00)	\$6,803.00	\$5,374.41	\$5,374.41		
7080 - Event Supplies Expenses	\$(250.00)	\$250.00	\$250.00	\$250.00		
7100 - General Office Expenses	\$(3,040.00)	\$3,040.00	\$1,580.00	\$1,580.00		
7140 - Copies (Not Marketing)	\$(50.00)	\$50.00	\$50.00	\$50.00		
7200 - General Marketing Expenses	\$(1,725.00)	\$1,725.00	\$40.00	\$40.00		
7220 - Marketing Copies / Print Expenses	\$(1,650.00)	\$1,650.00	\$550.00	\$550.00		
7420 - Equipment Rental	\$(1,190.90)	\$1,190.90	\$1,190.90	\$1,190.90		
7510 - Facilities Rental	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
7720 - Gas	\$(250.00)	\$250.00	\$250.00	\$250.00		
[All Expense Total]	\$(27,693.90)					

QUESTIONS & ANSWERS

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

2008-2009: Requested: \$23,795.50; Approved: \$22,985.90

2009-2010: Requested: \$24,280.90; Approved: \$23,813.90

2010-2011: Requested: \$27,758.90; Approved: \$17,507.00

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

SWIB is requesting more this year because the organization is growing at a faster rate than ever before. As one of the prominent student organizations on campus, more and more students are becoming interested in becoming SWIB members and attending SWIB events every year. In order to facilitate the growth and make sure that the mission of SWIB is fulfilled, there is an increase in the amount of money requested for the 2011-2012 year. For the 2010-2011 school year, there was a definite decrease in the amount that was given to SWIB compared to the other years. It is understandable that the economy has fallen under tough times during the past couple of years and that the budget to allocate money to different groups may fall under that strain, but SWIB still remains one of the strongest groups on campus and in order to continue to help students learn more about business through events that SWIB hosts every year, there needs to be more funds provided to SWIB.

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

Stanford Women in Business will continue to educate the student body about the many different aspects of the business realm and prepare students for a bright future in business. If given the opportunity to take part in Special Fees, SWIB will spend the funds on events that will help students grow and learn from experienced business experts from Stanford and the Bay Area. There will also be events where this knowledge can be instilled in each SWIB member and member of the Stanford Community.

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

The three largest line item requests in the budget are the honorarium fees for the Spring and Winter conferences and the event food for the winter conference. The honorarium fees are quite large for the Spring and the Winter conferences because those two events include keynote speakers and panelists who are prominent in their certain specialty within business. These renown speakers come from many places across the nation and SWIB would like to invite the most inspiring speakers to give Stanford students a first hand account of what business is really all about without hindering the guest speakers with the cost of airfare and travel. The Spring conference food budget is large as well because this is the conference that has had the most attendees throughout past years therefore, the projected student attendance will increase from year to year.

What is the average attendance at your events?

Mentor Mocha: 20 attendees; Large Business Bites 60-80 attendees; Small Business Bites: 30-50 attendees; Conferences: 250-300 attendees; Power panels: 30-50 attendees; mini MBA: 50 attendees

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

E-mail, posters, flyers, banners, business cards, and postcards. Yes, SWIB has registered with Events at 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.

SWIB is not an umbrella group.

Please list all:1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special

1. Assets: \$17,824.65

2. Reserve: \$ 7,967.34

3. Personal: 0

4. Other: 0

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

Mentor mochas, power panels, the Fantasy Stock Exchange, Spring conference, Winter conference, Business Bites, mini MBA's, workshops, and an internship program.

Why are you requesting Special Fees?

SWIB is a large group on campus that is growing larger each year. Special fees would help facilitate the growth of this organization and allow SWIB to help educate and reach out to the student body. In turn, Special Fees would help SWIB make a positive impact in the minds of Stanford students by teaching motivated students about the fast paced world of business. In addition, there is not a group like SWIB on campus that empowers and gives women the opportunity to be exposed to inspirational speakers and business figures that are in Stanford and the Bay Area.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
"I Don't Know to CEO" Conference		\$(9,752.60)	\$9,752.60	\$5,529.01	\$5,529.01		
Location:	Contact:				Attendance:		
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>4 table and chair workers at \$60/hr premium (stanford event services)</i>	\$(240.00)	\$240.00	\$240.00	\$240.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6240	<i>Facilities Labor Costs (Including setup, cleanup, unlocking facility)</i>	\$(200.00)	\$200.00	\$200.00	\$200.00		
Casual Labor (Undergraduate Special Fees/Annual)							
6310	<i>(1 keynote honorarium x \$500/keynote honorarium) + (10 workshop speaker gifts x \$200/gift)</i>	\$(2,500.00)	\$2,500.00	\$1,500.00	\$1,500.00		
Honoraria Fees (Undergraduate Special Fees/Annual)		-1,000.00					
6320	<i>5 technicians x \$80/technician</i>	\$(400.00)	\$400.00	\$400.00	\$400.00		
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>200 sodas x \$.70/soda</i>	\$(140.00)	\$140.00	\$140.00	\$140.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>350 snacks for conference attendees \$2/snack</i>	\$(700.00)	\$700.00	\$271.41	\$271.41		
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>250 waters x \$.50/bottle</i>	\$(125.00)	\$125.00	\$125.00	\$125.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	<i>300 sandwiches for conference attendees \$5/sandwich</i>	\$(1,500.00)	\$1,500.00	\$1,000.00	\$1,000.00		
Event Food (Undergraduate Special Fees/Annual)		-500.00					
7080	<i>Event supplies costs (paper, copies, sign-in sheets, brochures)-essentially 1000 copies for .05/copy + 400 color brochures x .50/brochure</i>	\$(250.00)	\$250.00	\$250.00	\$250.00		
Event Supplies Expenses (Undergraduate Special Fees/Annual)							
7100	<i>10 tablecloths x \$5/tablecloth</i>	\$(50.00)	\$50.00	\$50.00	\$50.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	<i>250 folders for conference attendees x \$1/folder</i>	\$(250.00)	\$250.00	\$250.00	\$250.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	<i>90 take-away souvenir mugs for attendees x \$10/mug</i>	\$(900.00)	\$900.00	\$150.00	\$150.00		
General Office Expenses (Undergraduate Special Fees/Annual)		15 speakers					
7100	<i>30 trash bags x \$1/trash bag</i>	\$(30.00)	\$30.00	\$30.00	\$30.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	<i>Logo Design Services for \$100</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7200	<i>75 t-shirts for event logistics team x \$15/shirt</i>	\$(1,125.00)	\$1,125.00	\$0.00	\$0.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7220	<i>500 postcards x \$.5/postcard</i>	\$(250.00)	\$250.00	\$200.00	\$200.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)		individuals names					
7220	<i>1000 black & white flyers x \$.05/flyer</i>	\$(50.00)	\$50.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7220	<i>300 color flyers x \$1/flyer</i>	\$(300.00)	\$300.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
“I Don't Know to CEO” Conference		\$(9,752.60)	\$9,752.60	\$5,529.01	\$5,529.01		
Location:	Contact:				Attendance:		
Uri:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	<i>2 banners x \$100/banner</i>	\$(200.00)	\$200.00	\$100.00	\$100.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	<i>4 tables x \$10.65/day</i>	\$(42.60)	\$42.60	\$42.60	\$42.60		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	<i>10 Sound Systems x \$40/sound system</i>	\$(400.00)	\$400.00	\$400.00	\$400.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
Business Bites		\$(2,495.00)	\$2,495.00	\$2,260.00	\$2,260.00		
This is a series of workshops on practical business skills held five times a year on such topics as: case interview preparation, negotiation, getting venture funding, valuing a company, and personal finance. These are open to all of campus and advertised widely. Approximate dates are: Oct. 10, Nov.21, Jan. 23, Mar.6, April 10							
Location:	Tresidder Oak West usually, but Old Union Ballroom	Contact:	Ooshma Garg ogarg@stanford.edu 214-507-4673	Attendance:	100(total) UG: 100 Grad: 2	Staff:	Other:
Uri:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>Estimate of \$60 for 5 events.</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6310	<i>Estimate of \$55 for one speaker per event with a total of 5 events.</i>	\$(275.00)	\$275.00	\$275.00	\$275.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	<i>1 technical person for each event and a total of 5 events at E&LS rate of \$65</i>	\$(325.00)	\$325.00	\$325.00	\$325.00		
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>Snacks at \$2/person for 80 people for 5 events</i>	\$(800.00)	\$800.00	\$600.00	\$600.00		
Event Food (Undergraduate Special Fees/Annual)							
7220	<i>300 black and white flyers @ 5 cents each for 5 events</i>	\$(75.00)	\$75.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	<i>Equipment rental (sound 1 package at \$24/session x 5 sessions.</i>	\$(120.00)	\$120.00	\$120.00	\$120.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>Tressider Oak Room rental rate from TSM = \$120 x 5 rentals</i>	\$(600.00)	\$600.00	\$600.00	\$600.00		
Facilities Rental (Undergraduate Special Fees/Annual)							
Business Bites (Small)		\$(300.00)	\$300.00	\$0.00	\$0.00		
These are small, intimate sessions with one speaker, which are open to all of campus but require RSVPs and only admit 25 as the limit. These happen five times a year, twice in fall and twice in winter, only once in spring. Approximate Dates are: Nov. 3, Dec. 3, Jan 15, Feb 26, April 20							
Location:	Women's Community Center Conference Room	Contact:	Leslie Georgatos lesliege@stanford.edu 214-289-8906	Attendance:	25(total) UG: 23 Grad: 2	Staff:	Other:
Uri:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>Event snacks for 20 people at \$2/person for 5 events</i>	\$(300.00)	\$300.00	\$0.00	\$0.00		
Event Food (Undergraduate Special Fees/Annual)							
Company Visits		\$(100.00)	\$100.00	\$100.00	\$100.00		
Twice a year, SWIB members may visit a company in the Bay Area. This is open to members only and requires RSVP; membership is open to all of campus, including men. The idea of the trips is to get a sense for the internal organization of companies, as well as how they present themselves. These occur in late winter and early spring.							
Location:	Off-campus companies (e.g., Google)	Contact:	Ooshma Garg ogarg@stanford.edu 214-507-4673	Attendance:	20(total) UG: 20 Grad: 0	Staff:	Other:
Uri:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7720	<i>Gas money for trips to companies in the Bay Area, budgeted at \$.25/mile for 50 miles for four cars, twice a year</i>	\$(100.00)	\$100.00	\$100.00	\$100.00		
Gas (Undergraduate Special Fees/Annual)							
Marketing Expenses		\$(640.00)	\$640.00	\$40.00	\$40.00		

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Marketing Expenses		\$(640.00)	\$640.00	\$40.00	\$40.00		
Location:	Contact:				Attendance:		
Uri:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7220	<i>General marketing business cards; 1000 cards; 8 designs, \$80/design. One-time SWIB expense, sustained use over the next couple years.</i>	\$(640.00)	\$640.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
Mentor Mochas		\$(360.00)	\$360.00	\$360.00	\$360.00		
SWIB's mentor program is open to applicants throughout campus. While applicants must be members of SWIB, SWIB membership is open to all of campus, including men. These are dinner sessions with mentors from the graduate school of business to get help with understanding careers, business school, and applying for jobs. They happen three times a year, once every quarter: one in December, one in March, and one in May.							
Location:	Off- or on-campus restaurants, or WCC				Attendance:	20(total)	
Uri:						UG: 20	Staff:
						Grad:	Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6560	<i>Dinner at \$6/person for 20 people for 3 events</i>	\$(360.00)	\$360.00	\$360.00	\$360.00		
Event Food (Undergraduate Special Fees/Annual)							
Philanthropy		\$(630.00)	\$630.00	\$630.00	\$630.00		
SWIB philanthropic events are open to membership, but require RSVP. Membership is open to all of campus, including men. SWIB philanthropy events occur twice a quarter, once in October, December, February, March, April, and May.							
Location:	Off-campus shelters, orphanages, and hospitals				Attendance:	15(total)	
Uri:						UG: 15	Staff:
						Grad:	Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7100	<i>At each event, there are tokens we give out; for instance, at the Halloween event, we give out bags and decorating supplies for orphans to go trick-or-treating. This is calculated at 10 small gifts at \$5/each and paper and other supplies at \$30/event.</i>	\$(480.00)	\$480.00	\$480.00	\$480.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7220	<i>6 4-car trips to San Jose, budgeted at 25 miles x .25/mile</i>	\$(150.00)	\$150.00	\$150.00	\$150.00		
Gas (Undergraduate Special Fees/Annual)							
Power Panels		\$(2,220.00)	\$2,220.00	\$2,185.00	\$2,185.00		
These are sessions with 3-4 powerful businesswomen sharing their experiences on particular topic, such as how to climb the corporate ladder, how to manage a team of people, and how to succeed in particular careers. These occur five times a year as well, twice in both fall and winter and once in the spring. Approximate dates are: Oct 24, Nov 12, Feb 6, Mar 18, Apr 16							
Location:	Cypress North, or Old Union if available				Attendance:	75(total)	
Uri:						UG: 75	Staff:
						Grad:	Other:
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	<i>Budgeted at \$60/event x 5 events</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6310	<i>Speaker gift--\$20 gift for each of 3 speakers at all 5 panels</i>	\$(300.00)	\$300.00	\$300.00	\$300.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	<i>1 tech person at \$65 for each of 5 events from E&LS</i>	\$(325.00)	\$325.00	\$325.00	\$325.00		
Technical Services (Undergraduate Special Fees/Annual)							
6560	<i>Snack for 50 people at 5 events at \$2/person</i>	\$(500.00)	\$500.00	\$500.00	\$500.00		
Event Food (Undergraduate Special Fees/Annual)							
7220	<i>300 black and white flyers at \$.05/flyer for 5 events</i>	\$(75.00)	\$75.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	<i>Budget \$24/Sound 1 package and 1 package for each of 5 events all year</i>	\$(120.00)	\$120.00	\$120.00	\$120.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7510	<i>Facility rental in Cypress North for 5 events at \$120/rental</i>	\$(600.00)	\$600.00	\$600.00	\$600.00		
Facilities Rental (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
Read to Lead		\$(910.00)	\$910.00	\$910.00	\$910.00		
Read to Lead is a set of small sessions that happen every two weeks for members to discuss books that teach leadership skills and career-oriented advice. These events are small, open to the first 20 people who sign up. This is open to members only; membership open to all of campus. There is one read to lead session (i.e., one book read, with several meetings) every quarter.							
Location:	Women's Community Center	Contact:		Leslie Georgatos lesliege@stanford.edu 214-289-8906	Attendance:	20(total) UG: 20 Grad:	Staff: Other:
Url:						Petitioned	Elected
6500	20 people's books at \$15/book, 3 times a year; books may be reused next year	\$(900.00)	\$900.00	\$900.00	\$900.00		
Training Mat (Undergraduate Special Fees/Annual)		Educational Literature					
7220	200 black and white flyers at \$.05/flyer	\$(10.00)	\$10.00	\$10.00	\$10.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
SWIB Winter Conference		\$(8,786.30)	\$8,786.30	\$7,506.30	\$7,506.30		
This is Stanford Women in Business Winter Conference as promised in Special fees. This will be an interactive conference with workshops to introduce different ways to jumstart your career and introducing nontraditional careers.							
Location:	na yet	Contact:			Attendance:	200(total) UG: 130 Grad: 30	Staff: 20 Other: 20
Url:						Petitioned	Elected
6090	4 chair & table movers x \$60/hour x 2 hours	\$(480.00)	\$480.00	\$480.00	\$480.00		
Labor Fees/Taxes (Undergraduate Special Fees/Annual)							
6310	Speaker gift to each speaker for 5 events	\$(375.00)	\$375.00	\$375.00	\$375.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6310	2 keynote honoraria x \$1000/gift t-shirts +transportation expenses	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00		
Honoraria Fees (Undergraduate Special Fees/Annual)							
6320	5 technicians x \$79/hour x 2 hours	\$(790.00)	\$790.00	\$790.00	\$790.00		
Technical Services (Undergraduate Special Fees/Annual)							
6320	1 technical person each event for 5 events, at E&LS rate of \$65	\$(325.00)	\$325.00	\$325.00	\$325.00		
Technical Services (Undergraduate Special Fees/Annual)							
6560	5 24-packs of water x \$6/pack	\$(30.00)	\$30.00	\$30.00	\$30.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	200 sandwich for conference attendees x \$10/sandwich	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00		
Event Food (Undergraduate Special Fees/Annual)		2 day conference					
6560	3 100-plate packages x \$5/package	\$(15.00)	\$15.00	\$15.00	\$15.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	7 12-packs of soda x \$7/pack	\$(49.00)	\$49.00	\$49.00	\$49.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	2 60-cup containers x \$2/package	\$(4.00)	\$4.00	\$4.00	\$4.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	1 toothpick package x \$2/package	\$(2.00)	\$2.00	\$2.00	\$2.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	10 dozen-bagel packages x \$10/dozen-bagel package	\$(100.00)	\$100.00	\$100.00	\$100.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	4 orange juice jugs x \$7/jug	\$(28.00)	\$28.00	\$28.00	\$28.00		
Event Food (Undergraduate Special Fees/Annual)							
6560	2 large fruit platters x \$75/platter	\$(150.00)	\$150.00	\$150.00	\$150.00		
Event Food (Undergraduate Special Fees/Annual)							
7100	13 12-packs of memo pads x \$5/pack	\$(80.00)	\$80.00	\$80.00	\$80.00		
General Office Expenses (Undergraduate Special Fees/Annual)							

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
SWIB Winter Conference		\$(8,786.30)	\$8,786.30	\$7,506.30	\$7,506.30		
This is Stanford Women in Business Winter Conference as promised in Special fees. This will be an interactive conference with workshops to introduce different ways to jumstart your career and introducing nontraditional careers.							
Location:		Contact:			Attendance:	200(total)	
Url:	na yet					UG: 130	Staff: 20
						Grad: 30	Other: 20
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7100	3 2-packs of easel paper pads x \$5/pack	\$(90.00)	\$90.00	\$90.00	\$90.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	500 color flyers at \$.50/flyer	\$(250.00)	\$250.00	\$40.00	\$40.00		
General Office Expenses (Undergraduate Special Fees/Annual) Marketing							
7100	500 postcards x \$.50/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	500 postcards x \$.50/postcard	\$(250.00)	\$250.00	\$0.00	\$0.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	200 folders x \$1.50/folder	\$(300.00)	\$300.00	\$300.00	\$300.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7100	10 trash bags x \$1/bag	\$(10.00)	\$10.00	\$10.00	\$10.00		
General Office Expenses (Undergraduate Special Fees/Annual)							
7140	1000 black & white copies x \$.05/copy for internal organization (i.e. for program summary, etc.)	\$(50.00)	\$50.00	\$50.00	\$50.00		
Copies (Not Marketing) (Undergraduate Special Fees/Annual)							
7200	80 business cards for executive board and conference team x \$20/stack for 30 people (Will be used in both conferences)	\$(600.00)	\$600.00	\$40.00	\$40.00		
General Marketing Expenses (Undergraduate Special Fees/Annual)							
7220	1000 black & white copies x \$.05/flyer	\$(50.00)	\$50.00	\$40.00	\$40.00		
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)							
7420	2 tables x \$10.65/day x 1 day	\$(21.30)	\$21.30	\$21.30	\$21.30		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	1 screen x \$25/screen	\$(25.00)	\$25.00	\$25.00	\$25.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	1 podium x \$30/podium	\$(30.00)	\$30.00	\$30.00	\$30.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	1 Sound 1 package x \$24/hour x 8 hours	\$(192.00)	\$192.00	\$192.00	\$192.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	2 table skirts x \$19/skirt	\$(38.00)	\$38.00	\$38.00	\$38.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
7420	175 chairs (for event attendees and organizers) x \$1.15/chair	\$(202.00)	\$202.00	\$202.00	\$202.00		
Equipment Rental (Undergraduate Special Fees/Annual)							
APPLICATION TOTALS		\$(26,193.90)	\$26,193.90	\$19,520.31	\$19,520.31		

ACCOUNT BALANCES

Account		Balance
2-8487-1-0-2800	ST WOMEN IN BUSINESS	-\$159.98
2-8487-1-0-9010	ST WOMEN IN BUSINESS O/S PURCHASE ORDER	\$2,730.68
2-8487-2-5-6090	SWIB SPEC FEE LABOR FEES/TAXES	\$1,260.00
2-8487-2-5-6240	SWIB SPEC FEE CASUAL LABOR	\$0.00
2-8487-2-5-6310	SWIB SPEC FEE HONORARIA FEES	\$3,170.98
2-8487-2-5-6320	SWIB SPEC FEE TECHNICAL SERVICES	\$0.00
2-8487-2-5-6500	SWIB SPEC FEE TRAINING MAT	\$1,346.73
2-8487-2-5-6560	SWIB SPEC FEE EVENT FOOD	\$4,100.21
2-8487-2-5-7080	SWIB SPEC FEE EVENT EVENT SUPPLIES EXPENSE	\$250.00
2-8487-2-5-7090	SWIB SPEC FEE PRIOR YEAR EXP	\$249.00
2-8487-2-5-7100	SWIB SPEC FEE GENERAL OFFICE EXP	\$425.00
2-8487-2-5-7140	SWIB SPEC FEE COPIES (NOT MKTG)	\$50.00
2-8487-2-5-7200	SWIB SPEC FEE GEN MKTG EXP	\$755.00
2-8487-2-5-7220	SWIB SPEC FEE MKTG COPIES/PRINT EXP	\$462.81
2-8487-2-5-7420	SWIB SPEC FEE EQUIP RENTAL	\$0.00
2-8487-2-5-7510	SWIB SPEC FEE FACILITIES RENTAL	\$90.00
2-8487-9-0-2820	SWIB RESERVE	\$7,967.34