

# ASSU UNDERGRADUATE FUNDING GUIDE 2014-2015

Associated Students of Stanford University  
[www.assu.stanford.edu](http://www.assu.stanford.edu)

*Funding Policies,  
Procedures, and  
Practices of the  
16th ASSU  
Undergraduate  
Senate  
Appropriations  
Committee*

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# INTRODUCTION

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## ABOUT THIS GUIDE

This Guide is intended to serve as a tool for Stanford undergraduate student leaders to understand and utilize funding from the Associated Students of Stanford University for the 2014-2015 Academic Year. The information contained herein comes directly from the ASSU Undergraduate Senate Appropriations Committee, and all policies and procedures contained herein have been legislatively approved by the 16<sup>th</sup> Undergraduate Senate (see UGS-F2014-6: Bill to Accept ASSU Funding Guide).

## THE UNDERGRADUATE SENATE

The ASSU Undergraduate Senate is one of several funding sources from which Voluntary Student Organizations may seek funds. Comprised of 15 Senators elected by the student population in Spring Quarter, all decisions regarding expenditures of student money are made by a vote of the UG Senate. In other words, if you're not happy with any issue related to funding, stop by a Senate meeting on Tuesdays at 7:00pm in Nifery 209. We promise we don't bite.

## THE APPROPRIATIONS COMMITTEE

The UG Senate delegates the task of managing and recommending funding requests to its Appropriations Committee, which consists of 7 elected Senators with voting power. The voting members of the "Approps" committee are:

Jackson Beard '17 (Chair): [approps@assu.stanford.edu](mailto:approps@assu.stanford.edu)

Eric Theis '16 (Deputy Chair and Treasurer): [ertheis@stanford.edu](mailto:ertheis@stanford.edu)

Ben Holston '15: [holston1@stanford.edu](mailto:holston1@stanford.edu)

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We like new friends, so feel free to contact any voting member with questions, but preferably questions that aren't answered in this guidebook. That's foolishness. We don't like foolishness. Also, be smart about your pronouns, because Jackson is female.

# GENERAL FEES

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## ROLE OF THE SENATE

Since the ASSU Constitution grants the UG Senate with the power to allocate the *Undergraduate Student General Fee*, most programming money for student activities comes directly from us. The Senate splits the *USGF* into two funds: the *Publications Fund* and the *Programming & Community Service Fund*. All VSOs which are eligible for General Fees fall into one of these two categories.

## PUBLICATIONS FUND

The ASSU Publications Fund is allocated yearly by the Undergraduate Senate, with direct oversight provided by the ASSU Publications Board. Student publications on campus are eligible for funding from the Publications Board provided they do not already receive special fees or P&CS funds. The Board has their own guidelines for student groups that regularly use publications funding, so if you are a student group leader who needs to use publications funding, this guidebook isn't for you. Sorry.

## PROGRAMMING & COMMUNITY SERVICE FUND

The Programming & Community Service Fund constitutes the majority of undergraduate student activity funding from General Fees. In other words, if you're a General Fees VSO asking Senate for money, this is where it comes from. In order to access the P&CS Fund, VSOs must submit a *funding request* to the Senate Appropriations Committee using *MyGroups2* (we'll go into that later). Groups requesting money from the P&CS Fund must be registered with the *Office of Student Activities and Leadership (SAL)*, and must not also receive funds from any undergraduate Special Fee.

# GENERAL FEES

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## HOW TO APPLY FOR FUNDING

According to Appendix II of the Undergraduate Senate By-Laws, in order to be reviewed by the Appropriations Committee, all VSO funding requests must contain the following information:

1. The name of the organization requesting funds
2. The name(s), email address(es), and phone number(s) of the member(s) making the request
3. The Association account number for the organization
4. A certification that the organization will comply with all terms and conditions for use of funds specified in the Constitution, the By-Laws, this Guidebook, and the allocation approved by the Senate
5. A brief description of the group, including a list of previous major activities (if any) and an estimated percentage of its active participants that are members of the undergraduate population
6. A budget, which contains
  - a. The time period for which the allocation would be effective
  - b. An itemization of all sources of funding and all expenses
  - c. A breakdown of expenses for each specific activity of the organization
  - d. Line item numbers as defined by the Students' Organizations Fund
  - e. Description of each line item as necessary
7. Answers to the following questions:
  - a. How does the organization pursue the goals of the Programming and Community Service Fund?
  - b. How do the activities to be funded pursue the goals of the Programming and Community Service Fund?
  - c. From what other sources is the organization obtaining or seeking funds?

We get it- that's a lot of things to keep in mind. Luckily, ASSU and its banking arm *Stanford Student Enterprises (SSE)* have utilized MyGroups2 as a platform for you to submit all of this required information to the Appropriations Committee for review. When you and/or your Financial Officer attend an ASSU/SSE Funding Workshop, you will be given a comprehensive overview of how to use MyGroups2 to submit this information. So don't worry – this guide gives you the basic info, and the technical stuff will all be covered in the workshop.

# GENERAL FEES

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## HOW TO APPLY FOR FUNDING

In addition to the requirements articulated in our by-laws, we've also decided it would be helpful for groups to have a step-by-step process of how to request funds from us. The following is a list of steps any eligible VSO would need to take in order to ask for Senate money.

1. Have your Financial Officer attend an ASSU/SSE Funding Workshop to gain MyGroups2 access. Dates can be found on the SAL website, under <http://studentaffairs.stanford.edu/sal/manage/workshops>
2. Create a budget for your group on MyGroups2
3. Create and submit a funding request to the funding source *Undergraduate Senate* on MyGroups2
4. Use MyGroups2 to schedule an appointment for review of your request with the Appropriations Committee. If no appointments are available, send an email to [approps@assu.stanford.edu](mailto:approps@assu.stanford.edu) requesting an appointment and we'll try to get back to you as soon as we can
5. Respond to the reminder email we send to confirm your appointment
6. Send at least one representative from your group (preferably the Financial Officer) to the scheduled appointment to articulate your request to the Committee. This representative should be prepared to answer any and all questions regarding your funding request, and should be a capable spokesperson for your group
7. If your request is *not* recommended by the Appropriations Committee, or it is altered in a way that is not satisfactory to you or your group members, you may send a representative of your group to the general Senate meeting on Tuesday to re-articulate your case for it to be voted on
8. If your request *is* recommended, you can simply wait until the Senate vote confirms the Committee recommendation (but you can feel free to send a representative to the Tuesday meeting anyway – we always like new friends)
9. Stay in touch with the Appropriations Committee member who is assigned to be your contact, and abide by all conditions and terms that were established for use of ASSU funds
10. Do it all again the next time your group needs money

# GENERAL FEES

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## FUNDING POLICIES

This section contains policies taken from Appendix II of the ASSU Undergraduate Senate By-Laws. We have included the policies most directly relevant to you as a student group leader. The policies on this page are the same as last year.

- A. When reviewing funding requests, for both General and Special fees, the Appropriations Committee will consider the following:
  1. Evaluation of outside revenue
  2. Impact on student body and/or community impact
  3. Benefit to undergraduate population, past and future
  4. Past performance/budgeting, refund rates
  5. Effect on total amount of Association Fee for each undergraduate
  6. Established funding policies for each line-item
- B. Upon approval of a USGF funding request, the Appropriations Committee and the VSO receiving funds will agree upon an ending date of an allocation.
- C. The US Chair may, at his/her discretion, grant extensions to the ending date of a USGF allocation to ensure that all transactions are cleared, but no extension may be granted beyond the end of the fiscal year to which the allocation applies.
- D. Unless otherwise specified by the US, title to all tangible property purchased, in whole or in part, through the use of funds from the USGF, shall vest with the Association, and possession shall devolve upon the Association in the event of the dissolution of the VSO possessing the property.
- E. A VSO shall be considered to be dissolved upon the receipt of a declaration of dissolution by its membership, failure to register with the Office of Student Activities for 15 months, or after a declaration of dissolution by the US following reasonable efforts to contact the last known officers of the VSO. All allocations to a VSO shall end upon dissolution of that VSO.
- F. Advertisements for events funded by the USGF shall cite the Undergraduate Senate as a sponsor or co-sponsor
- G. The maximum amount of funds from the USGF that may be allocated to a VSO in a single fiscal year is \$6,000. An additional \$1,000 may be allocated for community service expenses, on top of the base maximum of \$6,000.

# GENERAL FEES

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## NEW FUNDING POLICIES

The policies included on this page are new for the 2014-2015 Fiscal Year. READ THIS SECTION.

- H. No funds from the Programming & Community Service Fund of the USGF may be allocated for an expenditure that has already occurred.
- I. To be considered by the full Senate, a USGF funding request must be recommended by the Appropriations Committee 48 hours before the general Senate meeting.
- J. USGF funding requests in excess of \$2000 must be submitted at least two weeks in advance of the event date.
- K. All USGF requests for equipment purchase in excess of \$4000 must be submitted by existing groups before Week 7 of the Quarter.
- L. USGF requests for parties and concerts must be submitted at least four weeks in advance of the proposed event date.
- M. Funding from the USGF should be requested in the academic quarter the VSO plans on spending it.
- N. The ASSU is not responsible or liable for any damages or fines incurred upon your VSO, and because of this, will not pay for security deposits.

# GENERAL FEES

## FUNDING GUIDELINES

The next few pages are a line-item breakdown of spending guidelines for the 2014-2015 year. Basically, this tells you how much money we're willing to give you (or not give you) for any particular cost. In reviewing your funding application, the Appropriations Committee will closely follow these guidelines, so it's helpful to have them with you as you fill out your MyGroups2 request.

Line Item #	Line Item	Senate Policy	Amount Funded	Documentation Required
<b>6110</b>	Officer Salary	Not Funded	Not Funded	N/A
<b>6210</b>	Regular Staff	Not Funded	Not Funded	N/A
<b>6310</b>	Honoraria	Subsidy/Capped Amount	Senate will fund Honoraria at \$10 per person who attends the event, with a maximum of \$1500 per request	Quote/Proof of Expense
<b>6500</b>	Training Materials	Not Funded (General Office Supplies)	N/A	N/A
<b>6510</b>	Regular Meeting Food	[Capped Amount] Senate will fund meeting food, defined as group meetings that occur on campus at a regular interval throughout the quarter.	Groups may request up to \$20 per regular meeting, with a maximum of 10 meetings funded per quarter, totaling \$200	Itemized Receipt
<b>6560</b>	Event Food	[Subsidy/Capped Amount] Event food will be paid for if it is necessary to the event's goal or if attending the event impedes student's ability to get food at their regular dining hall or kitchen. Events that coincide with meal times are not encouraged.	If estimated guest attendance is 0-75 students, snacks will be paid for at \$3 per attendee, meals at \$7. If estimated guest attendance is 75+, snacks will be paid for at \$2 per attendee, meals at \$6.	Itemized Receipt
<b>7010</b>	Miscellaneous	Not Funded	Not Funded	N/A

# GENERAL FEES

## FUNDING GUIDELINES

Line Item #	Line Item	Senate Policy	Amount Funded	Documentation Required
7120	Phone	Not Funded	Not Funded	N/A
7130	Postage/Courier	Not Funded	Not Funded	N/A
7140	Copies (Not Marketing)	Not Funded	Not Funded	N/A
7150	General Office Supplies	[Subsidy/Capped Amount] This line item includes training materials, guides, and other items necessary to the group's function	General group banners, which are expected to be used heavily, will be funded for \$100. Groups must have a storage place other than a dorm room	Itemized Expenses
7200	General Marketing	[Subsidy/Capped Amount] This line item is not meant for printing fliers and copies; this is for advertisements	\$40 per event	Itemized Expenses
7220	Marketing Copies and Printing	[Subsidy/Capped Amount]	\$0.10 per page, regardless of color or black and white. Maximum of 400 funded copies per event	Itemized Receipt
7240	Newspaper Ads	Not Funded	Not Funded	N/A
7310	Computer Hardware	Not Funded	Not Funded	N/A
7320	Computer Software	Not Funded	Not Funded	N/A

# GENERAL FEES

## FUNDING GUIDELINES

Line Item #	Line Item	Senate Policy	Amount Funded	Documentation Required
7410	Equipment	[Fully Funded] Groups are expected to reuse the equipment for at least 3 years and have space (not a dorm room) to store it. We encourage groups to borrow equipment from other groups before buying. We also require you to allow other groups to borrow this equipment free of charge unless it directly conflicts with your group's usage	Fully Funded, per Senate discretion	Itemized Expenses
7430	Equipment Maintenance	[Fully Funded]	Fully funded, per Senate discretion	Itemized Expenses
7460	Gas	[Fully Funded/Subsidized] Senate will cover full costs for community service groups. For programming groups, gas will only be covered when picking up necessary equipment is cheaper than delivery or performing community service	\$0.30 per gallon	Brand, year, and make of cars used
7710	Travel Fares	[Subsidy/Capped Amount] No for honoraria (use honoraria line-item); yes for officers attending required national conferences; yes for groups attending events essential to group function	\$200/person or 75% of costs, provided costs do not exceed \$300/person. A maximum of \$1200/year will be funded for travel	Receipt

# GENERAL FEES

## FUNDING GUIDELINES

Line Item #	Line Item	Senate Policy	Amount Funded	Documentation Required
7730	Car/Van Rental	[Fully Funded] Community service and if programming group demonstrates extreme difficulty in attaining alternate means, or if the programming group is performing community service. Will fund Zipcar rentals (minus registration fee)	Fully Funded, per Senate discretion	Receipt
7740	Accommodations:	[Subsidy/Capped Amount] Will only be funded in the case of honoraria; groups that must travel to attend games, conferences, and tournaments that are essential to the group's function; groups that must send members to a national conference in order to remain an active chapter of a national organization. Additionally, any member of the organization should be allowed to attend.	Per Senate discretion, will fund the minimum number of necessary attendees only and will fund accommodations for honoraria for up to two nights. Funded rate is the average rate of the Stanford Guest House: \$125/person/night. Groups with open membership (e.g. No Greek houses or groups w/ auditions) may receive \$400 or 75% of total accommodation costs for 1 retreat (meetings/activities relevant to the group's mission) per fiscal year.	Receipt
7810	Royalties	[Subsidy/Capped Amount] Performing	Per Senate discretion	Itemized Expenses

		arts groups only.		
<b>7820</b>	Registration Fees	[Subsidy/Capped Amount] Valid registration expenses requests include mandatory fingerprinting and TB testing for community service volunteers (up to \$20); national conferences necessary to group's status; and games, conferences, and tournaments that define the group's function. Must be vital for group's existence.	Fully funded for community service groups. \$1,000/year cap for programming groups.	Receipt
<b>7840</b>	Admission Fees	[Subsidy/Capped Amount] All students must have equal opportunity to obtain tickets, with a fair distribution method. Tickets cannot be used solely for group core or signatory members. A very high level of scrutiny will be applied for these requests as to the relevance of show admission to group's programming purposes on campus.	\$25 per ticket or 50% of full ticket price (provided half price doesn't exceed \$50) for up to 30 people.	Receipt
<b>7020</b>	Co-Sponsorship	[Partially Funded] General fees groups may request to co-sponsor events with other groups, provided the event is in line with and	Senate will not fund co-sponsorship requests if funds will go towards a group who has Special Fees.	Itemized Expenses

		relevant to the group's mission.		
<b>6320</b>	Technical Services	[Subsidized/Capped Amount] The following guidelines will be reviewed: (1) age of current website, (2) size of group, (3) necessity of a new website, (4) the function and utility given to the student body by the website and (5) proposed cost. Will not fund website hosting because Stanford University provides this service.	Senate will fund website development for up to \$200 or 75% of cost, which ever is lower, at committee discretion.	Quotes from the website developer, and answers to the guidelines listed in the policy for funding this line-item.
<b>6340</b>	Security Expenses	Fully funded, per Senate discretion	Fully funded, per Senate discretion	Itemized expenses, with quotes if using Event Labor & Services (ELS).
<b>7060</b>	Programming Expenses			
<b>7510</b>	Facilities Rental	[Fully Funded] Groups are expected to make every effort to use one of the many venues available for free to student groups (such as Old Union Meeting spaces, Tresidder Oak, Toyon Lounge, Dining Halls, etc). If this is not possible, specify exact price quotes (from Events & Services), and consult with E&S on how to minimize costs.	Fully Funded. See additional notes under "What is the deadline to apply" for additional information.	Itemized expenses, with quotes if using Event Labor & Services (ELS).
<b>7080</b>	Event Supplies	[Partially Funded]	Gifts/giveaways for students are not funded. Ex: pencils, binders, mugs, keychains, etc	Itemized Expenses

<b>7420</b>	Equipment Rental	[Fully Funded] Must provide price quote, email exchange, or proof of meeting with Event Labor and Services. We strongly encourage groups to borrow equipment from other student groups.	Fully funded, per Senate discretion	Itemized expenses, with quotes if using Event Labor & Services (ELS).
<b>7520</b>	Facilities Janitorial	[Fully Funded] Groups are expected to make every effort to use venues that do not charge janitorial fees. If this is not possible, please specify exact price quotes (from ABM or E&S), and consult with E&S on how to minimize costs.	Fully funded	Itemized expenses, with quotes if using Event Labor & Services (ELS).
<b>6240</b>	Casual Labor	Fully funded	Fully funded, per Senate discretion	Itemized expenses, with quotes if using Event Labor & Services (ELS).

# GENERAL FEES

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## ADDITIONAL FUNDS

The ASSU Undergraduate Senate often makes additional funds available to General Fee groups in order to increase the quality and frequency of student activities on campus. In the past, these additional expenditure programs have included special grants for new events in Winter Quarter, bonus funding for events that significantly contribute to the vitality of student life over multiple years, additional funding for Class Presidents, and a fund specifically designed for innovative programming initiatives. If and/or when the Senate decides to create a grant program, the Appropriations Committee will send out those details via email to student group leaders. Be on the lookout for when additional funds may be made available, and figure out whether your group is eligible.

## RESERVE EXPENDITURES

In addition to the Publications Fund and the P&CS Fund, the UG Senate also controls allocations of the General Fee Reserve. The General Fee Reserve consists of unspent USGF money from previous years, and can only be tapped into by direct legislative approval of the Senate. Additional funds and grant programs are often created from the General Fee Reserve, but you cannot directly apply for money from this source unless you write a bill to go to the Senate floor.

# SPECIAL FEES

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## ROLE OF THE SENATE

*Special Fees* refer to the money that is directly approved by the student body for large VSO budgets in the Spring Quarter election. A group that receives Special Fees may not also receive General Fees, and Special Fee budgets are much larger than the \$6000 cap set on General Fees. The ASSU Constitution grants the Senate with the power to review and recommend budgets that request Undergraduate special fees before they go on the *ballot*, and with the power to review *modifications* to these budgets that may occur after they are approved. Additionally, any time a Special Fee group wishes to transfer money from its *reserve account*, this action must be approved by the Senate.

## HOW TO GET ON THE SPRING BALLOT

According to Article V, Section 2.A.6 of the ASSU Constitution, a student organization shall have its request for a Special Fee placed on the ballot by any one of the following procedures:

1. Prepare a detailed budget for the next fiscal year, including the amount sought from the Special Fee, and submit this, along with the current budget and a summary of actual expenditures, to the Undergraduate Senate in the form of a petition. Such petitions must bear the signatures of 15 percent of the members of the undergraduate population, and request the placement of the Special Fee on the ballot for consideration by the undergraduate population. Such petitions shall be presented to the ASSU Elections Commissioner, who must examine for authenticity the signatures on the petitions within seven days after receiving it. Upon verifying a petition, the Elections Commissioner shall then authorize the placement of the Special Fee on the ballot for consideration.
2. Prepare a detailed budget for the next fiscal year, including the amount sought from the Special Fee, and submit this, along with the current budget and a summary of actual expenditures, to the Senate. This information must also be submitted to the undergraduate population in the form of a petition. Such petitions must bear the signatures of 10 percent of the undergraduate population, and request the placement of the Special Fee on the ballot for consideration by the undergraduate population. Such petitions shall be presented to the Elections Commissioner, who must examine for authenticity the signatures on the petitions within seven days after receiving it. Upon verifying the petition, the Elections Commissioner shall then authorize the placement of the Special Fee on the ballot for consideration, provided that this request has also been approved by a 3/5 vote of the Senate.

# SPECIAL FEES

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## HOW TO GET ON THE SPRING BALLOT

3. Prepare a detailed budget for the student organization for the next fiscal year, including the amount sought from the Special Fee, and submit this, along with the current budget and a summary of actual expenditures, to the Senate. Upon approval by a 3/5 vote of the Senate, the Elections Commissioner shall then authorize the placement of the Special Fee on the ballot for consideration, provided that: 1) the last time this student organization appeared on the ballot for a Special Fee, those in favor of the Special Fee constituted a majority of students voting on the Special Fee, and 2) the fee presently sought is not substantially higher than the fee requested the last time this student organization appeared on the ballot for a Special Fee.

## RESERVE TRANSFERS

*Reserve accounts* build up over time when groups do not spend all of the money they request in Special Fees in a given year. So basically, all "reserve" money was already approved by the student body to be used for a specific purpose, and then was not used for that purpose.

Since they are not explicitly mentioned in the ASSU Constitution, the legitimacy of reserve accounts is a controversial topic. Moreover, an effectively managed Special Fees budget would spend all of the money it requested, and so in theory, "reserve accounts" shouldn't exist at all. However, we on the Appropriations Committee understand the historical relevance and importance of reserve accounts to long-standing special fee groups, and so have adopted the following practice for handling them.

It is the position of the Undergraduate Senate that if reserve accounts do exist, they should not exist in excessive amounts that will further burden the undergraduate population with additional fees every year. The point at which the amount of money in a reserve account becomes "excessive" is defined in relation to that student group's overall budget. Furthermore, it is ASSU policy that transfers from reserve accounts must be approved by the Senate itself, since it is an altering of the purpose for which the money was originally allocated by students in the Spring election.

The process for submitting a request for a reserve transfer to the Appropriations Committee mirrors that of the application for Programming & Community Service funding (except the funding source will be "*ASSU Special Fees*"), and can be found on *page 5* of this guidebook.

# SPECIAL FEES

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## BUDGET MODIFICATIONS

Similar to reserve transfers, *budget modifications* refer to requests from a Special Fees group to spend its money in a different manner than it originally communicated to students in the Spring election. As such, this modification of spending must be approved by the ASSU.

Again, similar to reserve transfers, we on the Appropriations Committee believe that an effectively managed Special Fees budget would not deviate from the spending plan it already promised to the students it requested money from, and so in theory, “budget modifications” shouldn’t exist at all. However, we understand that mistakes happen, and circumstances can change, so we allow Special Fee groups to modify their budgets if and when it becomes necessary to do so.

The process for submitting a request for a budget modification to the Appropriations Committee mirrors that of the application for Programming & Community Service funding, and can be found on [page 5](#) of this guidebook.

## FREQUENTLY ASKED QUESTIONS

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### HOW DO I ACCESS MYGROUPS?

You must attend an ASSU/SSE Funding Workshop. After attending one of these, you will be granted MyGroups access and your name will be listed in our databases as the financial officer for your student group.

### I'VE ALREADY BEEN AN F.O. – DO I STILL HAVE TO ATTEND A FUNDING WORKSHOP?

Yes! As you can tell from this guidebook, there are a few things that have been shaken up in our funding process. We want everyone to be on the same page, so we are requiring both new and returning financial officers to attend Funding Workshops.

### WHO DO I CONTACT TO SET UP A FUNDING APPOINTMENT?

If MyGroups appointments are all booked, email the Appropriations Chair, Jackson Beard, at [approps@assu.stanford.edu](mailto:approps@assu.stanford.edu). Remember to check those pronouns.

### HOW QUICKLY WILL MONEY SHOW UP IN MY GROUP'S ACCOUNT?

After your funding request has been recommended by the Appropriations Committee, it will go to the floor of the full Senate at the next Tuesday meeting. Once it has been approved in a Senate meeting, it should show up in your account by the end of that week.

### DOES MONEY FROM MY ACCOUNT ROLLOVER INTO THE NEXT FISCAL YEAR?

No, it doesn't. If you're a Special Fees group, then unspent money will go into your group's reserve account, and if you're a General Fees group, unspent money will go into the larger General Fee Reserve.

### CAN I ASK FOR MONEY TO REIMBURSE EXPENSES THAT HAVE ALREADY BEEN MADE?

This is new this year – NO, YOU CAN'T. We will no longer be approving expenses that have already occurred. See "New Funding Policies".

## ADDITIONAL INFORMATION

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The ASSU Undergraduate Senate Appropriations Committee will periodically release new and updated information regarding VSO funding. If your group relies on ASSU Funding, your President and Financial Officer should be checking their email and be aware of any changes that are made.

Detailed instructions regarding the use of MyGroups2 will be available during the ASSU/SSE Funding Workshops.

Additional information regarding funding from the ASSU will be available at [www.assu.stanford.edu/funding](http://www.assu.stanford.edu/funding)

Any questions, comments, and concerns may be submitted to any voting member of the Appropriations Committee, whose emails are included at the beginning of this guide. Your best bet is to email the chair at [approps@assu.stanford.edu](mailto:approps@assu.stanford.edu). You could also come into a Senate Meeting, Tuesdays at 7:00pm in Nitery 209.

*THANKS SO MUCH FOR READING THIS!*

*This year's Approps team is committed to making sure the funding process is fair, smooth & efficient for everyone involved. Please don't hesitate to let us know if you have any issues. Looking forward to a great year working with you!*

*Always,*

*Jackson, Eric, Ben, Victoria, JLF, Malcolm, and Ana  
16<sup>th</sup> ASSU Undergraduate Senate Appropriations Committee*