Special Fees Workshop 2013

A Joint Presentation by the ASSU Elections Commission & SSE Capital Group

Agenda

- 7:05pm – 7:35pm: The Elections Process

- 7:35pm – 7:55pm: The myGroups2 Process

- 7:55pm – 8:05pm: The Senate/GSC Process

- 8:05pm – 8:10pm: Wrap-Up

- 8:10pm – 8:30pm: Non-Group-Specific Questions

- 8:30pm – 9:00pm: Group-Specific Questions

Everything You Need to Know about the Special Fees Elections Process

Why Special Fees?

- Requesting > $6,000

- Avoiding Undergraduate Senate and/or Graduate Student Council approval processes for each event

- Can plan an entire year of events – at least, budget-wise

- Campaign and communicate directly with students

What Can I Get With Special Fees?

- Almost anything
    - Must obey the law – especially 501c3 rules (partisan activities)
    - Must not interfere with Stanford's educational mission
    - May not violate Stanford's legal commitments

OK, so maybe not a Death Star…

Why Not Special Fees?

- 100% Open Book—Must disclose everything
- Must be a VSO
- Lots of work
  - Petitions
  - Often requires more work with legislative bodies
  - Requires some level of harassment of student body
  - Need to campaign during first two weeks of spring quarter

Sign my petition!
Vote yes on Stanford
Bounty Hunters!

What do I need to do?

1. Create a Budget for your VSO

2. File a Declaration of Intent

3. Choose whether or not to seek Senate/GSC approval

4. Secure required signatures (can be anything from 0 to 15% of student body)

5. ≥15% of the relevant student body must vote on your special fee during spring elections. You must receive ≥50% of all votes cast to receive special fees.

- Don't ask questions yet. You'll see an awesome flowchart soon.

Declaration of Intent

- Online form at elections.stanford.edu
- Must declare population – undergraduate, graduate, or joint
- Must decide whether you want to seek legislative approval

- Attach required financial disclosures online
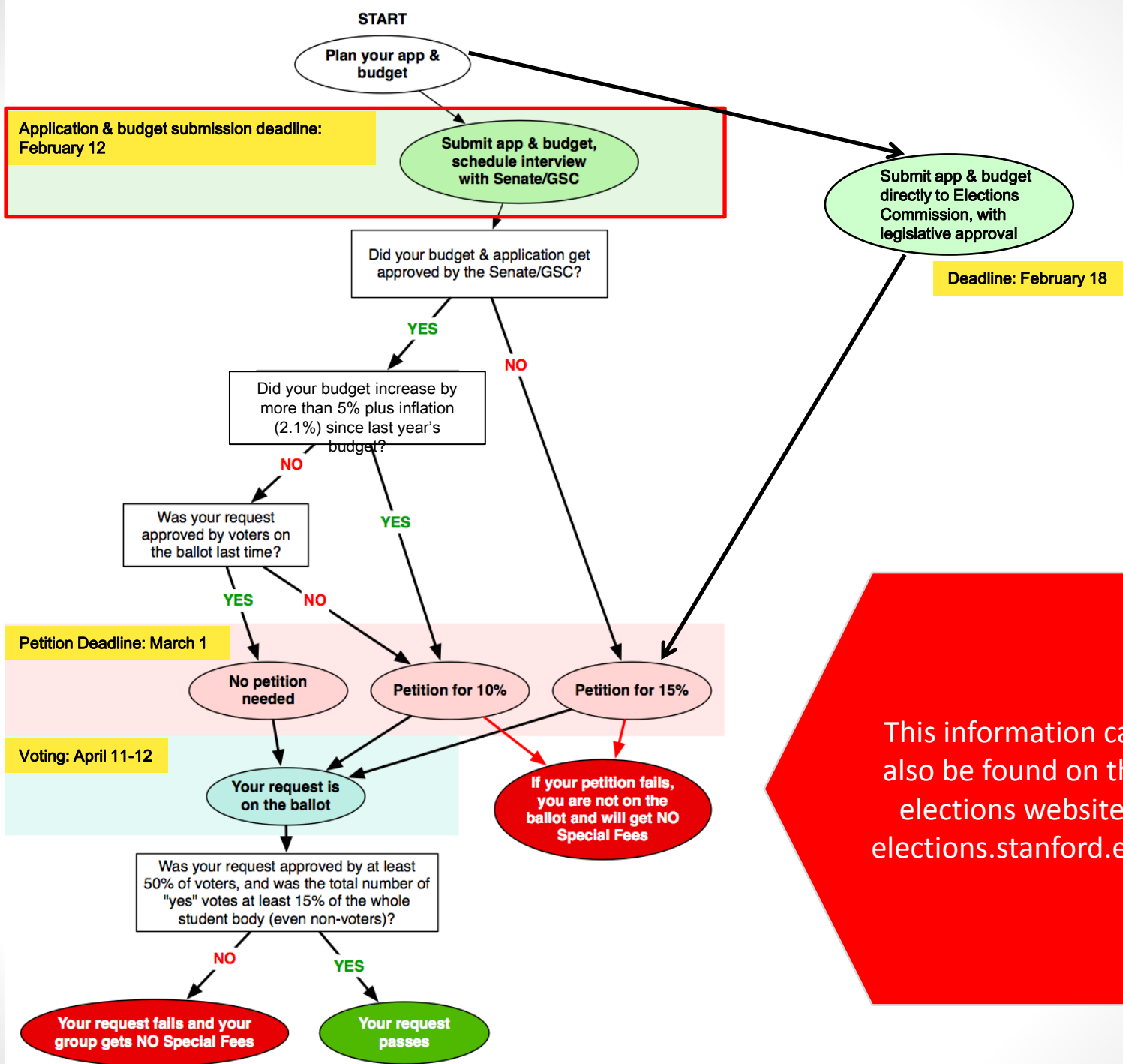
What documents do I need?

- The original budget for the current school year (If applicable)
- The *current* budget for the current school year
- Your mygroups2 account statement detailing all of your group's transactions this year
- An estimate of expenses for the remainder of the year
- ***Your desired special fees budget*** (more on that later)

Aaaand there's more...

- Your group's current assets
- Your group's current reserves
- All authorized and unauthorized non-ASSU bank accounts
- ASSU bank accounts
- All sources of funding other than special or general fees, including but not limited to: alumni donations, corporate donations, grants, funding from other University units, and endowment payments.

START

Plan your app & budget

Application & budget submission deadline: February 12

Submit app & budget, schedule interview with Senate/GSC

Submit app & budget directly to Elections Commission, with legislative approval

Deadline: February 18

Did your budget & application get approved by the Senate/GSC?

YES

NO

Did your budget increase by more than 5% plus inflation (2.1%) since last year's budget?

NO

YES

Was your request approved by voters on the ballot last time?

YES

NO

Petition Deadline: March 1

No petition needed

Petition for 10%

Petition for 15%

This information can also be found on the elections website: elections.stanford.edu

Voting: April 11-12

Your request is on the ballot

If your petition fails, you are not on the ballot and will get NO Special Fees

Was your request approved by at least 50% of voters, and was the total number of "yes" votes at least 15% of the whole student body (even non-voters)?

NO

YES

Your request fails and your group gets NO Special Fees

Your request passes

Petitioning

Undergraduate Population: 7,063
Graduate Population: 11,154

Total Population: 18,217

*From Common Data Set 2012-13

	Undergraduate	Graduate	Joint
10%	707	1,1116	1,822
15%	1060	1,674	2,733

Two Ways to Petition

- Online
  - Students log into petitions.stanford.edu with WebAuth, sign the petition
  - We will append all the documents for you
  - Can start as soon as we approve declaration of intent

- Paper
  - Must have many documents attached (see info sheet)
  - We will create a sample petition pdf packet for you
  - Must turn in hard copy to the Commission

- Regardless which type you use, you **MUST** *receive* approval from the Commission before you start paper petitioning

Invalid Petitions

- If you change your budget, you lose **ALL** signatures gathered for your old budget

Limits of Petitions

- Only students from the relevant population may sign (Checked automatically online)
- No double signing! (Checked automatically online)
- No interfering with University events, including classes

- Don't get into trouble with ResEd or the police.
  - No flyering in unapproved areas
  - No harassment
  - You must be escorted by a dorm resident when going door-to-door

Elections Handbook

- Voters "use" the election handbook to make an informed decision about who to support

- The handbook is online

- Special fees groups are allowed to make a 400 word statement that appears in the handbook

- Once the handbook goes online on April 1, you may submit/update your statement until April 10

- Contact the commission to submit or edit your statement

ELECTIONS!

- Elections will be held on April 11-12

- Results will be announced on April 13

- We have reserved White Plaza from 12-1 everyday for the first two weeks of Spring Quarter for campaigning– please let us know if you're interested in utilizing some space

The Long Road to Elections – Dates and Deadlines Recap

- February 4th, 5pm: Online Declarations of Intent and Petitioning opens

- February 12th, 5pm: Budget information must be submitted to Undergraduate Senate and Graduate Student Council (if seeking approval)

- February 18th, noon: Budget information must be submitted to Elections Commission (if not seeking legislative approval)

- March 1st, 5pm: Declarations of Intent, Petitions (with signatures), and all info to be submitted to Elections Commission

- April 11th 12:01am – April 12th 11:59pm: 2013 ASSU Elections

- April 13th 5pm: Elections Results Party

Now what? Preparing your Special Fees Budget…

- You must prepare and submit your special fees budget with your declaration of intent

- Use the ASSU Appropriations Committee and the ASSU SSE Funding Coordinator

- *Mygroups2* can be difficult. Start early.

Everything You Need to Know About myGroups2 Access

The myGroups2 Process

- There are two steps to submitting an application through myGroups2:
  - Budgeting
  - Applying
- In order to access myGroups2, you must:
  - Be your group's registered financial officer.
  - Have attended a banking workshop.

Budgeting

(1) Select "Budgeting" from the menu on the left of the screen

Budgeting Funding Sources Funding Applications

ⓘ Use budgets to organize and plan your group's finances. If, after creating your budget, you lack the necessary resources to cover your expenses, you can submit an application for more funding. Review the Funding Sources tab above for more information.

➕ Add New Budget

Budget Summary View ▾		All Budgets ▾	⬅ Choose a budget to add or edit line items.
Line Item		**2006-07 Academic Year**	**2007-08 Academic Year**
6210 - Regular Staff		--	($100.00)
6310 - Honoraria Fees		--	($7,000.00)
6320 - Technical Services		--	($100,800.00)
6330 - Janitorial Services		--	($21,200.00)
6340 - Security Services		--	($500.00)
6410 - Health Insurance		--	($100,000.00)
6500 - Training Mat		--	($500.00)
6510 - Regular Meeting Food		--	($1,000.00)
6560 - Event Food		--	($36,200.00)
7020 - Co-Sponsorship Expenses		--	--
7060 - Programming Expenses		--	--
7080 - Event Supplies Expenses		--	($500.00)
7100 - General Office Expenses		--	--
7130 - Postage/Courier		--	($100.00)
7140 - Copies (Not Marketing)		--	($20,500.00)
7200 - General Marketing Expenses		--	--
7220 - Marketing Copies / Print Expenses		--	($650.00)
7310 - Computer Hardware Expenses		--	($100,021.00)
7420 - Equipment Rental		--	($100.00)
7510 - Facilities Rental		--	($1,750.00)
7520 - Facilities Janitorial		--	($850.00)
7720 - Gas		--	--
7820 - Registration Expense		--	--
1000 - Ticket Sales		--	$1,000.00
1000 - Donations		--	$100.00
2840 - SBSSA		--	($10.00)

(2) Select "Add New Budget" in the top right-hand corner

(3) Type in a name for your budget and click "Add Budget"

Budgeting Funding Sources Funding Applications
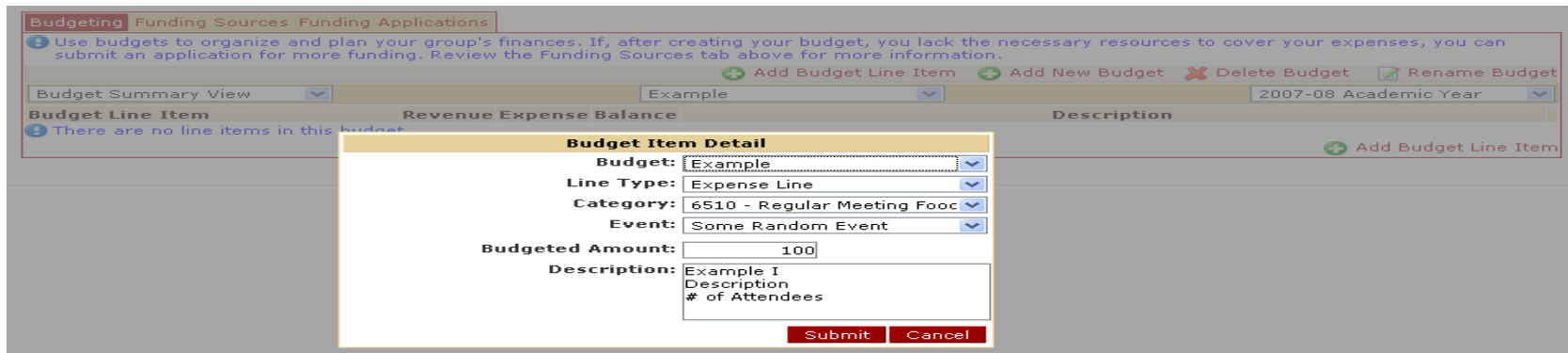
ⓘ Use budgets to organize and plan your group's finances. If, after creating your budget, you lack the necessary resources to cover your expenses, you can submit an application for more funding. Review the Funding Sources tab above for more information.

Example   Add Budget   Cancel

Budgeting

(4) Click on "Add Budget Line Item." A window will pop-up. In the "Event" section, select "Add New Event" and fill in the relevant information. Click "Submit." Do this for all of your VSO's events, and for each line item within each event.
Make sure you do this correctly; once you submit a budget and the deadline has passed, you CANNOT change it! However, you can change it up until you submit it.

Please make sure that your budget is for the correct academic year. On the top right of the budget page will be a drop down menu; ensure that this is set to "2013-14 Academic Year."

Applications

(5) Select Applications from the left-hand menu

(6) Select "Start New Application"

Applications

(7) Select the budget you created.

(8) To the right of the line-items will be a "Request" button. Click it.

Applications

(9) A pop-up window will appear. For the "Funding Source," select "ASSU Special Fees." For "Funding Pool", select the 2013-14 time-frame. Repeat this step for each of the line items in your budget to complete your application.

Applications

SUBMITTING THE APPLICATION

(1) Now click the "Questions" tab and answer the questions.
(2) Next, click the "Agreement" tab. Read and sign the agreement.
(3) Click the "Submission" tab and submit the application.

CREATING AN INTERVIEW APPOINTMENT

On the application page, there is a box for you to pick an appointment time to meet with the respective committees. If you would like your application to be reviewed by the Senate and/or the GSC, please create an appointment.

Everything You Need to Know about the Senate/GSC Process

Senate/GSC

- Special Fees Funding policies can be found at http://bit.ly/Wq4K0g

- Appointment dates (20 min slots): Fri, Feb 15th 2pm to 11pm + Sat, Feb 16th 9am to 6pm.
  - Joint Special Fees groups will begin meeting consecutively on Friday at 2pm.
  - The hours will be slightly modified, depending on volume of app submissions, but the dates will remain the same.

Some Important Wrap Up Information

Office Hours

- ASSU Appropriations Committee, Old Union 104
  - February 8th and February 11th: 6-9pm
- SSE Capital Group Funding Coordinator, Old Union 1st Floor
  - Every Thursday: 10am-12pm
- SAL Peer Advisors, Old Union 2nd Floor
  - http://stanford.io/yi7lKT
- Elections Commission
  - By appt, email us at
  elections@elections.stanford.edu

Contact Information

- **ASSU Elections Commission**

E-mail: elections@elections.stanford.edu

Phone number (Brianna, Chair): 510-318-1325 (text preferred)

Subscribe yourself to the special fees list: elections.stanford.edu

- **SSE Capital Group**

E-mail (Kabir, Funding Coordinator): capgroup-fc@sse.stanford.edu

- **ASSU Appropriations Committee**

E-mail (Nancy, Chair): approps@assu.stanford.edu

- **ASSU GSC Funding Committee**

E-mail (Anne-Laure, Chair): stanfordgscfunding@gmail.com