

In preparing your budget request, please consider the following:

<u>Committee</u>	<u>Items for Consideration</u>
Executive	
President	Printing of agendas, minutes, newsletters, invitations/stationary, constitutions, memorials, etc. Postage. Gavel. Liability insurance. Honored members memoriam. Sales tax.
Secretary	Printing of minutes, supplies
Treasurer	Printing of reports, postage, supplies
Historian	Supplies, hard copy printing
Awards	Printing of materials, Certificate printing and calligraphy, postage, 6-8 meals for awardees, place cards, nametags, photos
Budget	Printing of forms
Friendship	Cards and postage
Holiday Social	Room rental fees, serving incidentals (paper goods, etc.), equipment
Hospitality	Room rental fees for General Assemblies and Cabinet meetings, Food for General Assemblies and two Business meetings, Serving incidentals (paper goods, etc.), Miscellaneous
Membership	Record keeping supplies, postage, miscellaneous
Welcome/Nametags	Supplies, printing
Newcomers	Printing nametags, One-time luncheon expense
Program	Honorarium for General Assembly speakers
Publicity	Printing, Web page expenses, Annual domain fee
Social-Fall	Room rental fees, Food, Serving Incidentals, Decorations, Equip
Social-Spring	Printing of tickets, programs, Speaker's honorarium and lunch, honored guests' lunch (ISU President wife, ISUWC members, Pres. of AWC), invitations, place cards, postage, decorations, room rental, equipment.
Yearbook	All costs associated with preparation and printing/binding of yearbook