

In preparing your budget request, please consider the following:

<u>Committee</u>	<u>Items for Consideration</u>
Executive	
President	Printing of agendas, newsletters, invitations, etc. Postage, Special Items (constitution, designated items such as memorials, Spring Luncheon Honorees, gavel). Liability insurance, Printing of Minutes, Club stationary.
Secretary	Printing of minutes
Treasurer	Printing of reports, postage, supplies
Historian	Supplies, copying
Awards	Printing of materials, Certificate printing and calligraphy, postage, 8-12 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
Nametags	Supplies
Newcomers	Printing nametags, One-time luncheon expense
Program	Honoraria for General Assembly speakers
Publicity	Printing
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, Equip.
Yearbook	All costs associated with preparation, printing, and binding of yearbook.