

NEOA Professional Development Budget Form

The New England Educational Opportunity Association (NEOA) invites preliminary proposals to host the professional development activities. The deadline for submission is 6-months prior to the event. To apply, submit a proposal and this completed budget form via e-mail attachment to Tracy Karasinski, Professional Development Chair (tkarasinski@ccri.edu).

Please complete the following information. Add rows or columns to the tables as necessary.

Event Coordinator(s):

Location of Event:

Projected Revenue

<u>Registration</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Registration for Members			
Registration for Non-members			
Registration for Graduate Students			
Total Registration Revenue			

<u>Co-Sponsorships</u>	<u>Total</u>
Total Co-Sponsorship Revenue	

Projected Expenses

<u>Expenditures</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Room Rental			
Equipment Rental			
Conference Program Booklets			
Speaker Honorariums			
Lunches			
Dinners			
Coffee Breaks			
Other Expenditures (please list)			
Total Expenses			

Totals

<u>Item</u>	<u>Total</u>
Registration Revenue	
Co-sponsorship Revenue	
Expenses (subtract)	
Net	