

NEOA Professional Development Event Proposal & Budget Form

The New England Educational Opportunity Association (NEOA) invites preliminary proposals to host professional development activities.

To apply, submit a proposal and this completed budget form via e-mail attachment to the Professional Development Chair: http://www.neoaonline.org/b_currentboard.php

Professional Development Guidelines:

- All PD events must be approved by the Professional Development Chair before arrangements can be finalized with host sites. If a contract with the host site is entered into on behalf of NEOA, note that only duly approved members of the NEOA Executive Board can sign contracts in the name of the organization. Checks for deposits cannot be cut until approved, please keep in mind that the timeframe for this process can vary so please allow plenty of time.
- Announcements of all PD events must be made to the NEOA Listserv at least one month or as soon as possible in advance of the close of registration for the event.
- All registration for PD events must use the NEOA On-line PD Registration system and work closely with the Technology and Membership Chair along with the NEOA Treasurer to ensure compliance with NEOA payment policies.
- Event organizers are responsible to track attendance or maintain sign-in logs during PD events for tracking and accountability purposes.
- The planners of all PD events will be responsible to generate a write-up of the event for the PD Chair's Board report and inclusion in the NEOA newsletter. Please include accompanying photos whenever possible.
- Individual Professional Development Events should be proposed to cover topics or needs of the membership. Preference for approval will be given to events that provide for the pressing needs of the membership.
- The Professional Development budget of NEOA is set as part of the yearly budget process of the organization and is separate from the Annual Conference budget. PD planners are strongly encouraged to locate event sponsors to help offset costs and maximize the return on investment of NEOA funds.
- Registration fees for PD events for non-members of NEOA will be the cost of the event for NEOA members plus \$55, or the NEOA membership fee.

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

EVENT PROPOSAL

Event Title: _____

Event Date: _____

Event Coordinator(s): _____

Phone: _____

Email: _____

Location of event: _____

Target Membership: _____

Proposed topics & agenda: *Please specify detailed times and dates*

Goals/outcomes: *Attach additional sheets if necessary*

Requested Total Budget Allocation: *Please complete detailed budget on the next Page*

EVENT BUDGET

Projected Expenses

<u>Expenditures</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Room rental			
Equipment rental			
Event program booklet or documents			
Speaker honorariums (if any)			
Lunches			
Dinners			
Misc. Food			
Advertisement			
Other (<i>please list</i>):			
Other (<i>please list</i>):			
Total Expenses			

Projected Revenue

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

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

Totals

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