NARHA
2013-2014 Budget Worksheet
Region _____

Appendix 4 - Region Allocation Budget Template

			Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
REGION #															
	Account Description														
ALLOCATION	**** Put your total budget allocation in box P-7**														$ -
EXPENSES	**Please note**: *At least 25% of the budget should target outreach opportunities to the public on behalf of PATH Intl., its centers and professionals."*														
	Centers in each area should be involved in the discussion to identify their common need and choose the outreach activity/effort that might best meet that need.														
Promoting our industry, centers, and professionals (with booths, educational presentations, demonstrations…) at Non-PATH Intl. events															
	Event costs i.e., booth, registration fee														$ -
	Marketing materials – printing costs														$ -
	Postage to mail banner/brochures.....														$ -
	Travel (mileage, parking, tolls)														$ -
Promoting our industry, centers, and professionals through mailings, ads and articles in strategic magazines/newspapers/ show or conference programs…															
	Printing Costs														$ -
	Cost of Ads														$ -
	Office Spl's														$ -
	Shipping/postage														$ -
PATH Intl. events/centers		**Person this for?**													
	National Conference														
	Travel (airfare, shuttle, mileage, parking, rental)														$ -
	Lodging														$ -
	Meals														$ -
	Registration Comp														$ -
	Scholarship														$ -
	Regional Conference														
	Travel (airfare, shuttle, mileage. Tolls, rental)														$ -
	Lodging														$ -
	Meals														$ -
	Registration Comp														$ -
	Scholarship														$ -
	State Meeting/CEU Event														$ -
	Travel (mileage, parking, tolls)														$ -
	Lodging														$ -
	Meals														$ -
	Insurance (usually about $110)														$ -
	Misc expenses														$ -
	Visiting PATH Centers														$ -
	Travel (mileage, tolls)														$ -
Misc. Expenses															
	Name Tags for RLT members														$ -
	PATH Intl. membership for award winner														$ -
	PATH Intl. Bucks for _____														$ -
	Shipping/postage														$ -
	Other (please describe)														$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
NOTES: *Every expense must represent active outreach. Ex: Costs to attend a conference are only appropriate if the person is providing an active outreach activity.*															
Please include any information, if needed.															