

NARHA  
2013-2014 Budget Worksheet  
Region \_\_\_\_\_

**Appendix 4 - Region Allocation Budget Template**

REGION #	Account Description	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
<b>ALLOCATION</b>	<b>** Put your total budget allocation in box P-7</b>													\$ -
<b>EXPENSES</b>	<b>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.</b>													
	<b>Promoting our industry, centers, and professionals (with booths, educational presentations, demonstrations...) at Non-PATH Intl. events</b>													
	Event costs i.e., booth, registration fee													\$ -
	Marketing materials – printing costs													\$ -
	Postage to mail banner/brochures.....													\$ -
	Travel (mileage, parking, tolls)													\$ -
	<b>Promoting our industry, centers, and professionals through mailings, ads and articles in strategic magazines/newspapers/ show or conference programs...</b>													
	Printing Costs													\$ -
	Cost of Ads													\$ -
	Office Spl's													\$ -
	Shipping/postage													\$ -
<b>PATH Intl. events/centers</b>	<b>Person this for?</b>													
	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)													\$ -
<b>Misc. Expenses</b>														
	Name Tags for RLT members													\$ -
	PATH Intl. membership for award winner													\$ -
	PATH Intl. Bucks for													\$ -
	Shipping/postage													\$ -
	Other (please describe)													\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>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.</b>														
Please include any information, if needed.														