**Appendix C**

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| **Sample Budget - Foundational LDP** |  |
|   | **Revenue** |
| **Revenue (Registration fee x # of participants)** | **$** |
| **TOTAL REVENUE** | $ |
| **Item** | **Expenses** |
| Breakfast – Kickoff Workshop | $ |
| Lunch – Kickoff Workshop |   |
| Afternoon break – Kickoff Workshop |   |
| Leadership Consultant Honorarium |   |
| Leadership Consultant Expenses |   |
| Audio/Visual Rental – LCD projector, screen, laptop, flipcharts, microphone(s) |   |
| Room Rental (if appropriate) – Full day  |   |
| Hotel (2 nights for leadership consultant) |   |
| Hotel (volunteer/staff management) – 2 nights |   |
| Hotel (1 night’s stay for participation. Tuition can include 1 night’s hotel stay.) |   |
| Expenses for staff/LDP volunteers (meals, checked bags, cab to/from airport)  |   |
| Technology for webinars – license (GoToMeeting, WebEx, etc.) |   |
| Misc. office supplies – badges, badge holders, tent cards, markers |   |
| Association Profit (don't forget to budget profit!) |   |
| **TOTAL EXPENSES:** | **$0.00** |
| **Total (Revenue minus Expenses)** | **$** |