Dear NACADA Region Chairs:

Under your direction and leadership are over nearly 8000 members of NACADA. It is your task to include members in the fold of NACADA activities through state, regional, and national conference attendance, commission involvement, various committees, and NACADA honors and awards.

With these opportunities also come the responsibilities of submitting and maintaining a regional budget, selecting and overseeing a Regional Conference chair and committee, overseeing the region steering committee, overseeing the preparation and approval of the Regional Conference budget, promoting NACADA membership, and a host of other activities.

The material in this manual has been put together in an effort to better acquaint you with the functions and duties of your office. Used in conjunction with NACADA Leadership Handbook and the Regional Conference Chair Handbook, it should answer many of your questions concerning the Association. In addition, you have a great number of resources within the leadership of NACADA - Board Members, Council Members, Executive Office Staff and former Region Chairs, all of whom are more than happy to assist you in this adventure!

This document is located on the NACADA web page under the headings: About NACADA, Leadership Information. Updates will be made on the web only.

Good luck and welcome to NACADA!
Communicate with the past Region Chair!

- Immediately upon your election you should set a time with the current Chair to provide you with an overview of your responsibilities. At the meeting, materials and files should be shared as well as ideas and insights into what your role is on the state, regional and national levels (regions vary in their size, structure, and methods of conducting various activities).
- Communicate with the current Chair and Division Reps prior to attending your first national conference as Region Chair-elect about initial items you need to attend to during your first few months.
- Plan to meet the outgoing chair and the Division Reps at the National Conference to participate in the biannual review of your region.
- During the national conference, allocate time prior to, during, and after the Division meeting to discuss with the Division Reps, the transition and what the next obligations are.

Get to know the other Region Chairs & the Division Representatives!

- National Conference is a good time to meet and visit with other Region Chairs, as well as the other NACADA leaders you will be working most closely with – Division Reps, Executive Office Staff, and Board of Directors.

Never be afraid to ask questions!

- You will find Region/Division e-mail via the Region Chair list serve a wonderful avenue for dialogue and help with all your concerns and questions. Keep your NACADA Leader list in a handy location (or several). We are fortunate to be affiliated with such a wonderful group of professionals, and you should not feel hesitant to ask questions or seek clarification if you don’t understand something.

Keep on top of correspondence!!

- When correspondence arrives from NACADA, read it as soon as possible and determine action needed and timeline. It is very easy to put these responsibilities aside when you always have immediate “crises” to attend to on a daily basis.

Be prepared for Division Meetings!

- You will be receiving a lot of information prior to the division meeting at the National Conference. It is extremely beneficial to have this information read prior to attending the meeting. The meeting can move rather quickly over some items, so you will want to have this read and notes made so that you don’t miss an opportunity to provide valuable input on items of interest to you and your region.

Enjoy your time as Region Chair!

- Dive in and learn your responsibilities quickly! Your term will be up before you know it and you will want to be as effective a leader of your region as possible!
Review your Job Description

- First, review your official job description and the calendar of activities in order to obtain an overview of all your responsibilities.
- Since your official duties begin with the October division meeting held in conjunction with the National Conference, read the information provided on how to prepare for and participate in the division proceedings. Your term officially begins at the end of the conference.

**Title: Region Chair**

The Region Chair is a member of the NACADA Leadership elected by popular vote of NACADA members from the region to be represented. The Region Chair serves a two-year term. The Region Chair reports to the Division Representatives.

**Fiscal Responsibilities**

- To prepare and submit annual regional budget to the Division Reps, to the Executive Director and the Finance Committee Chair by June 1.
- To prepare, as necessary, supplemental budget requests.
- To monitor regional expenditures by carefully reviewing all reports sent by or requested from the Executive Office.
- To comply with fiscal procedures established by the Finance Committee, The Board of Directors, the Council and the Executive Office.
- To ensure the cost effective utilization of NACADA funds.
- To oversee financial aspects of the Regional Conference which includes approval of proposed conference budgets and ultimate responsibility for the Regional Conference financial matters.

**Board Expectations**

- To participate in the meetings of the division.
- To prepare written reports (via web form on NACADA Website) to the Division Representatives and Executive Office annually prior to the national conference. Each region's reports will be reviewed by the Division Reps on a staggered biannual basis. This review will be timed to coincide with new chair elections so that the newly elected region chair can be included in the review with the current region chair. This will allow for an increased understanding of responsibilities by the new chair.
- To develop strategies for assessing the needs of regional constituents
- To make recommendations to the Board related to regional policies, procedures and programs.
- To comply with the NACADA by-laws, policies, and procedures.
- To undertake specific projects at the request of the Board of Directors, Council, and/or President.
- To organize and conduct the regional meeting at the national conference and at the Regional Conference.
- To maintain communication with regional membership.
- To work with the Division Reps and the Executive Office Staff in planning strategies for increased NACADA membership within the region.
- To provide oversight of the Regional Conference.
- To serve as liaison between state and provincial organizations, area Chairs and NACADA.
- To coordinate efforts for allied membership and submit an annual report to the Division Reps from Allieds.
- To work with the NACADA Awards & Scholarship Committee on the selection of the award recipients.
- To solicit nominations for NACADA Awards.
- To initiate actions to recruit and retain NACADA members.
- To recruit candidates for the Region Chair position.
- To follow NACADA policies regarding use of the NACADA Logo.

**Appointments**

Region Chairs may appoint people to positions within the regional structure per regional operating procedures.

**Fall Division Meeting**

**Chair Reports**

You are required to submit a report **once a year of your activities for the past year and future plans** (form will
be posted in spring of 2004). This is your opportunity to share and highlight the activities of your region and to get issues on the agenda. Reports should be submitted to the Executive Office and Division Reps for review and establishment of the Division Meeting agenda. Copies of all Leadership reports will be posted on the web for review by all leaders and the membership as a whole.

Review of Reports

Review all reports on the web before the meetings and make notes regarding items you wish discussed or which need further clarification. The division meetings go very quickly and there is absolutely no time to read reports during the meetings. Any study time for producing questions and comments must be done in advance. Otherwise, the Chair reports will be “accepted as written,” and you will miss your opportunity for input.

Travel Reimbursements

NACADA’s current policy permits reimbursement to Region Chairs for the following expenses in conjunction with the Fall Division Meeting.

- Travel is not reimbursed for your attendance at the Fall meeting.
- You must travel to the conference a day early.
- Reimbursements will be made for food costs up to $35 a day for the division meeting.
- The nights related to the meeting lodging at half the room rate will also be reimbursed. NACADA Leaders are responsible for half the room rate unless sharing with another NACADA leader.
- You are responsible for making your Fall meeting lodging arrangements directly with the hotel.
- Request forms for reimbursement will be distributed at each Division Meeting. You are responsible for completing and returning them to the Executive Office along with appropriate receipts. Otherwise, it is assumed that you or your institution is covering your expenses.

Contributing to the meeting

- You should come to division meetings ready to ask questions and to seek understanding of NACADA functions and activities—both past and future. The organization is constantly changing and requires attentive NACADA Leaders to assure it remains effective and valuable to its members and the profession.
- New Chairs will sometimes feel uninformed (we all have, so don’t feel as though you are unusual). To learn, you will need to ask questions. “Old-timers” are often the ones who understand the history behind issues, but you are a “New-timer” who will bring in new people, ideas and directions to the organization.
- Although a new chair's tenure in the division will not begin until the end of the National Conference, you will be invited to participate in the biannual review of your region which will be conducted by the Division Reps along with the current Region Chair immediately prior to the Fall Division Meeting at the National Conference. You will also be invited to participate in the Fall Division Meeting (immediately preceeding the National Conference), along side the “outgoing” Region Chair so that you may ask for clarification. Ask, suggest change, and help other new NACADA Leaders. As you learn the ropes, remember to be a good teacher and mentor to new incoming Region Chairs. You will soon be the “old-timer!”

Attire

Division meeting dress is casual. Slacks, jeans and comfortable clothing are usual for the meeting. You will be sitting for long hours and the more comfortable you are the better you can concentrate. You will only need dressy attire if you plan to join a group for dinner at an upscale restaurant.

National Conference

Region Chairs are required to chair their regional meeting at the National Conference. The agenda might include (but is not limited to) the following:

- Introductions (name, institution, length of membership in NACADA)
- Recognition of NACADA Award winners from Region
- Overview of regional structure (state/province coordinators, steering committee and chairpersons).
- Report on past Regional Conference (thanks to conference planning committee and chairpersons).
- Report on upcoming Regional Conferences (introduce chairpersons and distribute flyers).
- Regional financial report (conference earnings, Region account).
- Report on current issues at the regional and national level.
- Recruitment of future region leaders (region chair, steering committee, conference chairs, etc.)
- Encouragement of nominations for other NACADA leadership positions (board of directors, council, committees, etc.)
- Question and answer period.
- Divide into subgroups by state/province to discuss state/province activities (facilitated by state/province coordinator).
Organizational Structure of Region

History and the region’s current situation will usually determine the region’s leadership structure, but the Region Chairs should take the leadership. Some regions have formal operating principles with specifications for electing steering committees and officers; whereas, others leave it up to the individual Region Chairs to decide and appoint their leadership structure. Some regions’ structures are still evolving, but all regions are expected to have some form of steering committee which reviews and forms the regions’ budgets and goals. Past Chairs are helpful here.

Know member benefits

Region Chairs are expected to know the benefits of NACADA membership and be familiar with the many resources available from the Association. With this knowledge, you can build enthusiasm among advisors in your states/provinces for NACADA activities.

Allied/Regional Activities

Region Chairs should report any activities of state/province or institutional groups who are allied members in the region to the Division Rep and the Executive Office. If a state/province or institutional advising group is considering allied membership, you should be prepared to discuss the benefits and the application process (see the web). Additional responsibilities are outlined in chapters later in this handbook.
Calendar of Activities for Region Chairs

National ACademic ADvising Association

[Image]

Calendar of Activities for Region Chairs

(Beginning with the Fall Division meeting)

October

- Attend Division meeting prior to National Conference
- Participate in National Conference: welcome new NACADA members from region at opening reception; meet with state/province coordinators; conduct regional business meeting.
- October 15: Update Region Web page in preparation for Dec 15 Newsletter release. (Submit to matteson@ksu.edu)

November

- Begin on-going review and updating of regional web site
- November 15: Submit both regional and conference budgets to Division Chairs
- Be up-to-date on Regional Conference Planning.

December

- December 12: Update Region Web page in preparation for Feb. 1 Newsletter release. (Submit to matteson@ksu.edu)
- Communication of all types (bulletins, letters) is encouraged via E-mail.
- Monitor Regional Conference planning process with conference chairpersons.

January

- Confirm your Regional Conference responsibilities with Regional Conference Chair:
  - Welcome
  - Orientation Session for new members/attendees (the visiting Board of Directors/Executive Office rep may assist)
  - Leadership Training
  - Introduction of Speakers
  - Business Meeting.
- Begin assisting the planning committee for next year’s Regional Conference:
  - Review and approve proposed budget and hotel contract before it is submitted to the Executive Office for final review and approval;
  - Continue to promote the conference.

February

- Monitor Regional Conference planning process with conference chairpersons.
- Contact state/province coordinators regarding agenda for regional business meeting at the Regional Conference
- Prepare certificates of appreciation or plaques/gifts for conference chairpersons.

March & April

- Immediately after your Regional Conference: Update Region Web page in preparation for June 1 Newsletter release. (Submit to matteson@ksu.edu)
- Attend Regional Conference and assist planning committee as needed
- Meet with state/province coordinators;
- Facilitate meeting between current and next year’s conference coordinators;
- Conduct orientation session for new members/attendees
- Conduct regional business meeting.
- Prepare draft of region budget per Guidelines for Regional Account Expenditures

May

- Be sure Regional Conference Chair has submitted all required reports to Executive Office for Regional Conference
- Appoint individuals to chair planning committee for Regional Conference in two years
• Prepare are regional communication (bulletin or letter):
  • Gather information from state coordinators;
  • Submit draft of region budget to region governance structure for review and approval.

June

• Submit annual regional report on Website: due June 30th.

July

• July 15: Update Region Web page in preparation for Sept. 1 Newsletter release. (Submit to matteson@ksu.edu)
• July 30: Solicit and forward Allied Member reports to matteson@ksu.edu for Fall annual report.

August

• Aug 15: Prepare and submit regional annual report to Division Reps and NACADA Executive Office
• Monitor Regional Conference planning process with conference chairpersons.
• Contact state/province coordinators regarding agenda items for regional business meeting at the national conference.

September

• Prepare agenda for regional business meeting in conjunction with the National Conference.
• Prepare for Fall Division meeting by reviewing agenda and all NACADA Leader reports.
• Prepare for biannual review with Division Reps
NACADA Journal

Published twice per year, the JOURNAL publishes full-length articles, brief essays, editorials, book reviews and notices, and occasional full-issue consideration of special topics. The JOURNAL is a benefit of NACADA membership.

NACADA Newsletter

Published electronically four times a year, the NACADA Newsletter focuses on Association news, member information, and key issues in advising. The Newsletter is also a benefit of NACADA membership.

NACADA Highlights

Published monthly by the Executive Office and distributed electronically on key issues and timely information – totally association based.

National Conference

Each October, the Association sponsors a national conference focusing on current issues of the profession.

Regional Conference

Every region hosts a Spring conference to provide a forum for discussing current issues in Academic Advising more accessible to regional members. Specific dates and locations for the Regional Conferences may be obtained on the NACADA web site.

Academic Advising Summer Institute

This three day institute provides an in-depth study of the skills, issues and concerns that face academic advising administrators. Participants work with nationally recognized facilitators in the field in learning communities to gain the most valuable hands-on experience possible.

Academic Advising Administrators' Institute

This week long Institute provides an in-depth study of academic advising including

Consultant Bureau

Qualified NACADA members are available to evaluate advising systems and/or provide in-service training on a variety of topics such as Advising Skills, Advising Special Populations, Computer Assisted Advising, Delivery System Models, Evaluation of Advising, Faculty Development, Legal Implications, Orientation, Retention, Advisor Training, etc.

Research Grants

Research support may be awarded for proposals submitted for the express purpose of contributing to the field of advising related research. Applications are due in March and June and are awarded in November of each year.

Awards and Scholarships

The Association awards scholarships to members seeking advanced degrees. Applications are due in March and checks are presented at the annual National Conference. Through its National Awards Program, NACADA also recognizes members who give service to NACADA, who make outstanding contributions to the field of academic advising, and to institutional officers who exemplify a commitment to advising and are true advocates for students and advisors. The Association also honors outstanding advisors and advising programs. Nominations for these awards are due in March and are presented at the annual National Conference.

Region Chairs may be asked to be involved in the selection of Outstanding Academic Advisor recipients, the Outstanding Advising Program Awards and the Academic Advising Summer Institute. It is important that you take this
responsibility seriously as you are Chair representing your region and its members in this process.

**Career Services**

NACADA lists advising related position openings by region on its website.

**The National Clearinghouse for Academic Advising**

The Clearinghouse offers information assistance to advisors, administrators, and other professionals including bibliographies, books, serials, other printed materials and non-print resources.

**Publications**

In addition to the JOURNAL and NEWSLETTER, the Association produces and distributes, at minimal cost, a variety of other publications relative to academic advising issues. The Executive Office has an inventory of some back issues of the JOURNAL, Special Reports, Monographs, an Advisor Training Video with Handbook, and a video of the 1999 Teleconference on Academic Advising: Campus Collaborations to Foster Retention, and the NACADA publication Academic Advising: A Comprehensive Handbook. Forms are available from the Executive Office. All orders must be pre-paid.

**NACADA Core Values**

See the NACADA web site for this information. Standards for Academic Advising NACADA is a member of the Council for the Advancement of Standards. CAS Standards and Guidelines for Student Services/Development Programs have been developed to serve as program development and evaluation systems and self-study and self-assessment tools. Copies may be obtained from the NACADA Executive Office.
Regional Account Expenditure Guidelines effective Jan 2002
Please review these guidelines before preparing budgets. Click here.

Two Budgets

There are actually two “budgets” for which the Region Chair is responsible.

- Region Budget Form
- Regional Conference Budget
- Regional Conference Budget Sample

Regional Budget

You will be asked to submit budget requests to the Division Reps by November 15 for the following calendar year. Please follow the Guidelines for Regional Account Expenditures in developing your budget proposal - they are provided in the Appendix.

Division Reps, the Executive Director and the Finance Committee Chair review all requests for congruence with current priorities and approve or deny your budget proposal as submitted. The approved budgets are presented to the Board of Directors for final approval. You will be notified of modifications to your requests in case you wish to appeal the allocation.

Regional Conference Budget

The Regional Conference Budget is developed by the Regional Conference chair and committee and needs preliminary approval by the Region Chair. The Region Chair then submits the approved proposed budget to the Division Reps and the Executive Office for review and final approval. This should take place before the conference registration fees are published. No expenditures or allocation of funding can be made until this final approval has been received.

For Complete details of responsibilities and processes, please refer to the Regional Conference Chair Handbook.
NATIONAL ACADEMIC ADVISING ASSOCIATION

Guidelines for Regional Account Expenditures
Effective January 1, 2002

In line with the organizational structure that is scheduled to be in place in October 2002 and the philosophy of NACADA, regions have been given more flexibility in handling the financial needs associated with their operation. New regional accounts were approved in April 2001 by the Board of Directors establishing a yearly floor of $3000 and a cap of $10,000 that can be carried over to the next year. The money in these accounts is governed by the general policies and procedures of NACADA. The accounts reside in the Executive Office, and the Executive Office handles the general accounting.

The Board of Directors approved these regional accounts with the stipulation that the Geographic Representatives and the Finance Committee establish guidelines for the use of the regional accounts. Therefore the following guidelines were developed:

**Spending Authority**
- Each region is required to maintain an active governing structure (e.g. Regional Board of Directors, Regional Cabinet, Regional Executive Committee). The governing structure helps the Regional Chair set region direction, provide assistance in establishing the region's budget, and provides carry-over historical perspective during transitions between regional leadership. Local responsibility and accountability are achieved by asking regions to have a plan and potential benefits for expenditures.
- All expenditures must be approved by the region's governing structures based on the guidelines. No expenditures may be approved by only one person.

**Timeline**
- Prior to Sept 1 of each year, the Regional Chair, in conjunction with the region's governing structure, develops an itemized operating budget for the following fiscal year (January-December). The governing structure approves the regional budget.
- By June 1 each Regional Chair sends the approved regional budget for the following fiscal year to the Regional Division Representative, Finance Committee Chair, and Executive Director. The Regional Division Representative coordinates a meeting (use of e-mail recommended to go over budgets with the Finance Committee Chair and Executive Director.
- By August 1, the Regional Division Representative notifies the Regional Chair of any budgetary discrepancies.
- Note: Based on the Financial Task Force report that was approved by the Board of Directors in April 2001, the Board of Directors will review each region's actual income and expenses every two years. The first review is scheduled for 2003 when regions 2, 4, 6, 8, and 10 will have their budgets reviewed by the Board of Directors. Regions 1, 3, 5, 7, 9 will have their first review in 2004. Budgetary reviews thereafter will continue bi-annually for each region.

**Reporting**
- The Regional Chair is responsible for tracking expenditures and the timely submission of receipts to the Executive Office. The Executive Office sends a written quarterly budget summary to the Regional Division Representative, Finance Committee Chair and Regional Chairs on January 1, April 1, July 1, and October 1 of each year.
- The Regional Chair submits budget reports to the region's constituency at their annual regional conference.

**Fundable Activities**
There was much discussion on whether the Guidelines for Regional Account Expenditures should include maximum expenditures for a particular activity. While it was decided not to set limits on a national level, regions are strongly encouraged to set their own limits based on specific regional needs.

Budget items may include, but are not limited to:
- Expenses related to new member recruitment
- Regional governing structure meetings
- Regional lapel pins
• Underwriting support for state or other drive-in meetings
• Expenses related to services to members beyond the conferences
• Thank you gifts
• Handouts for meetings
• Best of Regional Conference funding - unless it is to be built into the conference budget

Care needs to be taken not to include items in the regional account that more appropriately belong in the regional conference budget. The Regional Chair and Regional Conference Chair must work closely with the Executive Office in designing the regional conference budget.

To be consistent with the guidelines used by Board of Directors members traveling to the annual national conference, the regional budget should not include the Regional Chair's travel expenses to the Regional Conference.

**Supplementary Budgeting**
Supplemental budget requests may be made by the Regional Chair when funds are needed for a special project. Requests are submitted to the Executive Director who consults with the Regional Division Representative and Finance Committee Chair. The Regional Chair may proceed with the special project upon receiving written approval from the Executive Director.

**Overdrawn Account**
The goal of every region is to maintain at least $3000 in its account at all times. Regional Chairs should not expect their accounts to be routinely replenished. If a region's account falls below $3000 at the end of the fiscal year, the region's expenditures and budgeting process will be closely re-evaluated by the Finance Committee which will implement special guidelines to monitor the region's spending for the next two years.

**State/Province Accounts**
• If the state or province is a subunit of NACADA such that NACADA is ultimately financially responsible for its actions, the state or province's funds are maintained in a separate sub-account within the region's budget and are supervised by the Regional Chair. Any profits from state/province meetings are returned to the sub-account. State/province funding requests are approved by the Regional Chair.
  
  [Note: As of the writing of this policy, some regions have no state/province budgets and others have several. Therefore, the sub-accounts are kept entirely separate and are not to be added into the region account for any purpose. It is recommended that the regional expenditure guidelines be reviewed and state/province sub-account policies and procedures be written as soon as the majority of regions have state/province sub-accounts.]

**Sponsorships/Partnerships**
All sponsorships and partnerships must be approved by the Executive Director to be consistent with IRS and liability issues.

**Reimbursements**
Requests for reimbursements may be made for previously budgeted items. All reimbursements will be made by the Executive Office in strict accordance with established NACADA policies and procedures (e.g. limits, receipts, etc.)

This approach to budgeting is intended to encourage regional creativity, broaden incentives to have successful conferences, and to increase membership. This approach also provides for the flexibility regions have been seeking while providing guidance that helps regional governance structures thrive. It is expected that this system will be nearly self-supporting, with the excess money raised by regions being redirected to those areas where revenues run short.

Posted on web Nov. 3, 2006 by DM
NOTE: At the end of the fiscal year (Dec. 31) any funds in Region Accounts in excess of $10,000 are rolled over to the general fund. These funds are used for providing general member services in addition to ADA expenses for region conferences, support of regional conferences by the executive office. Some of this support includes conference registration, bill paying, collection of fees, regional communications, web support and continued support for region chairs and region conference chairs. It is recommended that Region Accounts reserve approximately $3000 for contingency funds in case a regional conference does not meet expected attendance and revenue falls below expenses. Please be very specific in the DETAILS sections, i.e. 5 teleconferences at $50 each

### A. Region Account

<table>
<thead>
<tr>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance on Jan.1, 2008</td>
<td>$</td>
</tr>
<tr>
<td>Emerging Leader funds from General Fund for 2008 only</td>
<td>$ +1,000</td>
</tr>
<tr>
<td>Less $3,000 to hold in reserve</td>
<td>$ -3,000</td>
</tr>
</tbody>
</table>

**A1. Total Region Funds Available for 2008 Region Projects:**

**A2. ESTIMATED Conference income**

### B. Region Expected Expenditures

<table>
<thead>
<tr>
<th>Amount</th>
<th>Detail of Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Steering Committee communications</td>
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</tr>
<tr>
<td>Region Business meeting at National Conf.</td>
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</tr>
<tr>
<td>New Member Recruitment</td>
<td>$</td>
</tr>
<tr>
<td>Region Awards/Grants Program</td>
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<td>State Conference Support</td>
<td>$</td>
</tr>
<tr>
<td>Emerging Leader Region Initiatives</td>
<td>$</td>
</tr>
<tr>
<td>Region Initiative #1 (Strategic Goal #___)</td>
<td>$</td>
</tr>
<tr>
<td>Region Initiative #2 (Strategic Goal #___)</td>
<td>$</td>
</tr>
<tr>
<td>Region Initiative #3 (Strategic Goal #___)</td>
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<tr>
<td>Other</td>
<td>$</td>
</tr>
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**B1. Total Planned Expenditures** $

**Expenditures that will be made only if funds are available from Conference revenues.**

<table>
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<th>Amount</th>
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<td>Region Initiative #4 (Strategic Goal #___)</td>
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<tr>
<td>Region Initiative #5 (Strategic Goal #___)</td>
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</tbody>
</table>

**B2. Total Tentative Expenditures** $

### C: Estimated funds to be carried over to next year: $(A1+A2) – (B1+B2) =$ ____________
### Regional CONFERENCE Budget 2006

Official budget of the National Academic Advising Association - Aug 2004

#### Step 1: Estimated attendees - estimate LOW

| Estimated Attendees | 100 |

#### Step 2: Calculate Per Person Costs for meals and materials

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Namebadge and holder (.33 if purchased from Exec. Office)</td>
<td>$0.33</td>
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<tr>
<td>Meal or reception #1 (describe)</td>
<td></td>
</tr>
<tr>
<td>Meal #2 (describe)</td>
<td></td>
</tr>
<tr>
<td>Meal #3 (describe)</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>Folders/Bags/Portfolios - estimate high - you may have to order more than you need</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

#### Step 2: Calculate FIXED Costs

(Costs incurred regardless of how many people attend – estimate high)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Planning Meeting</td>
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<td>Lodging</td>
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</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Teleconferences</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Keynote Speaker</td>
<td>$</td>
</tr>
<tr>
<td>Honoraria</td>
<td></td>
</tr>
<tr>
<td>Lodging/Airfare/mileage/meals</td>
<td></td>
</tr>
<tr>
<td>Publicity</td>
<td>$</td>
</tr>
<tr>
<td>Call for proposals is sent electronically</td>
<td></td>
</tr>
<tr>
<td>Promotional Postcard</td>
<td></td>
</tr>
<tr>
<td>Promotional Postcard</td>
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<tr>
<td>Other publicity</td>
<td></td>
</tr>
<tr>
<td>Conference Materials to be handed to participant</td>
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<td>Handouts and flyers - copying</td>
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<td>Overall Evaluation Forms - copying</td>
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<tr>
<td>Session Evaluations</td>
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<td>Other</td>
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</tr>
<tr>
<td>Rentals:</td>
<td>$</td>
</tr>
<tr>
<td>Audio-visual Rental</td>
<td></td>
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<tr>
<td>Facility/Meeting room Rental</td>
<td>Check hotel contract.</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Entertainment:</td>
<td>$</td>
</tr>
<tr>
<td>DJ</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Supplies:</td>
<td>$</td>
</tr>
<tr>
<td>Signs</td>
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</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Complimentary Registrations</td>
<td>$0</td>
</tr>
<tr>
<td>Board of Directors Rep</td>
<td></td>
</tr>
<tr>
<td>Executive Office Rep</td>
<td></td>
</tr>
<tr>
<td>Regional Conference Chair(s)</td>
<td></td>
</tr>
<tr>
<td>Keynote speaker</td>
<td>No other individuals qualify for complimentary registration..................</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other Costs:</td>
<td>$530.00</td>
</tr>
<tr>
<td>Small tokens of appreciation</td>
<td></td>
</tr>
<tr>
<td>BEST of REGION AWARD</td>
<td>$530.00</td>
</tr>
<tr>
<td>Pre-Conference Workshops</td>
<td></td>
</tr>
<tr>
<td>Credit Card Bank Charges</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by NACADA 4/1/2008
These are the TOTAL Fixed Costs

<table>
<thead>
<tr>
<th>Step 4: This is the cost for early member rate (Per person + share of fixed costs)</th>
<th>$</th>
<th>5.63</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you had this number of people attend, your early member rate could be: 125</td>
<td>$</td>
<td>4.57</td>
</tr>
<tr>
<td>If you had this number of people attend, your early member rate could be: 150</td>
<td>$</td>
<td>3.86</td>
</tr>
<tr>
<td>If you had this number of people attend, your early member rate could be: 200</td>
<td>$</td>
<td>2.98</td>
</tr>
</tbody>
</table>
### Step 1: Estimated attendees - estimate LOW

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Namebadge and holder (.33 if purchased from Exec. Office)</td>
<td>$0.33</td>
</tr>
<tr>
<td>Meal or reception #1 (describe)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Meal #2 (describe)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Meal #3 (describe)</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td>$4.00</td>
</tr>
<tr>
<td>Break</td>
<td>$4.00</td>
</tr>
<tr>
<td>Folders/Bags/Portfolios - estimate high - you may have to order more than you need</td>
<td>$8.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Step 2: Calculate Per Person Costs for meals and materials

<table>
<thead>
<tr>
<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Namebadge and holder (if purchased from Exec. Office)</td>
<td>$0.33</td>
</tr>
<tr>
<td>Meal or reception #1 (describe)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Meal #2 (describe)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Meal #3 (describe)</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td>$4.00</td>
</tr>
<tr>
<td>Break</td>
<td>$4.00</td>
</tr>
<tr>
<td>Folders/Bags/Portfolios - estimate high - you may have to order more than you need</td>
<td>$8.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Step 2: Calculate FIXED Costs (Costs incurred regardless of how many people attend – estimate high)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Meeting</td>
<td>$980.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$250.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$250.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$400.00</td>
</tr>
<tr>
<td>Teleconferences</td>
<td>$80.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Keynote Speaker</td>
<td>$950.00</td>
</tr>
<tr>
<td>Honoraria</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lodging/Airfare/mileage/meals</td>
<td>$450.00</td>
</tr>
<tr>
<td>Publicity</td>
<td>$700.00</td>
</tr>
<tr>
<td>Call for proposals is sent electronically</td>
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</tr>
<tr>
<td>Promotional Postcard</td>
<td>$200.00</td>
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<tr>
<td>Promotional Postcard</td>
<td>$300.00</td>
</tr>
<tr>
<td>Other publicity</td>
<td>$200.00</td>
</tr>
<tr>
<td>Conference Materials to be handed to participant</td>
<td>$225.00</td>
</tr>
<tr>
<td>Handouts and flyers - copying</td>
<td>$100.00</td>
</tr>
<tr>
<td>Overall Evaluation Forms - copying</td>
<td>$5.00</td>
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<tr>
<td>Session Evaluations</td>
<td>$20.00</td>
</tr>
<tr>
<td>Other</td>
<td>$100.00</td>
</tr>
<tr>
<td>Rentals:</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>Audio-visual Rental</td>
<td>$700.00</td>
</tr>
<tr>
<td>Facility/Meeting room Rental - Check hotel contract.</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td>$350.00</td>
</tr>
<tr>
<td>DJ</td>
<td>$300.00</td>
</tr>
<tr>
<td>Other</td>
<td>$50.00</td>
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<tr>
<td>Supplies</td>
<td>$40.00</td>
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<tr>
<td>Signs</td>
<td>$20.00</td>
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<tr>
<td>Office Supplies</td>
<td>$20.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Complimentary Registrations</td>
<td>$500</td>
</tr>
<tr>
<td>Board of Directors Rep</td>
<td>$100</td>
</tr>
<tr>
<td>Executive Office Rep</td>
<td>$100</td>
</tr>
<tr>
<td>Regional Conference Chair(s)</td>
<td>$200</td>
</tr>
<tr>
<td>Keynote speaker</td>
<td>$100</td>
</tr>
<tr>
<td>No other individuals qualify for complimentary registration ..........</td>
<td></td>
</tr>
<tr>
<td>Other Costs</td>
<td>$880.00</td>
</tr>
<tr>
<td>Small tokens of appreciation</td>
<td>$80.00</td>
</tr>
<tr>
<td>BEST of REGION AWARD</td>
<td>$500.00</td>
</tr>
<tr>
<td>Pre-Conference Workshops</td>
<td>$100</td>
</tr>
<tr>
<td>Credit Card Bank Charges</td>
<td>$200</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by NACADA 4/1/2008
These are the TOTAL Fixed Costs $6,325.00

<table>
<thead>
<tr>
<th>Step 4: This is the cost for early member rate (Per person + share of fixed costs)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>107.58</td>
<td></td>
</tr>
</tbody>
</table>

If you had this number of people attend, your early member rate could be:

- 125 $94.93
- 150 $86.50
- 200 $75.96
E-mail communications to Regional members (added 1-18-05 DM)

Upon request, the Regional Chair may have access to information about members of their region including names, addresses, phone and e-mail. This list will not include directory information for those who have requested this not be disseminated. This information is to be used ONLY for the chair to contact individual members regarding participation in committees, projects, etc., and to use for statistical purposes such as determining the participation and membership levels of parts of their region, etc.

Mass e-mails: E-mail messages to be sent to all or a substantial portion of members of a region or state should be sent to the Executive Office Regional Liaison, who will coordinate the dissemination of these messages in accordance with NACADA guidelines (deleting those who have requested that no directory info be provided or no e-mails should be sent). The Executive Office will then be responsible for correcting bounce backs.

The Region Chair may authorize specific committee chairs to have access to membership information if it is necessary for the functioning of their particular area of responsibility and they follow these guidelines:

1. List may not be used to promote any commercial product or service.
2. List may not be used to promote specific candidates for election to NACADA offices. (i.e. The Region Chair may issue a "be sure to vote" message to all region members and list all candidates, but not promote one candidate over another. Also, as this would be a mass e-mail, it should be sent to the Executive office for dissemination.)
3. List may not be sent to any other organization or used to publicize other organization events, programs or products.

Newsletter Reports

Issue 1  Submit by Nov. 15 for Feb. 1 issue
Issue 2- Submit by April 15 for June 1 issue
Issue 3- Submit by July 15 for Sept. 1 issue
Issue 4- Submit by Oct. 15 for Dec. 15 issue

The Region Chair is responsible for submitting regional news to the NACADA newsletter.

1. Regional news reports should be no longer than 350 words.
2. Remember there is a lag time between when you submit your article and when the member reads it. You may have to write about future events as if they had already happened.
3. Use a lot of names of NACADA members in your region. Put their names in bold.
4. Use full names
5. State news comes through you, the Region Chair. Invite state coordinators to submit their news for inclusion in your article.
6. Sign off with your name, institution, and contact information, including e-mail.
7. Corrections should be made in writing such with changes clearly marked.
8. Submit it to Diane Matteson at the Executive Office (information on the NACADA leader list or the web page) preferably by e-mail.

Generally, the newsletter will take submission any time space is available.

Other communiqués with your region

You are encouraged to use the NACADA Newsletter for most communication. Electronic communiqués concerning information specific to the region that is inappropriate for the NACADA Newsletter are permitted. However, the term "newsletter" is reserved for the National NACADA Newsletter. Other general communiqués might be better referred to as "Update," "Notes," etc..

E-Mail distribution of all communication is preferable, cost effective, and easier.

However, beyond E-mail, the easiest and usually cheapest way to send any mailing is through the Executive Office.
Just send a camera-ready original or computer file on disk to the Executive Office with instructions on how you want it duplicated (front and back, tri-fold, legal-sized, color of paper, etc.). Remember, self-mailers are more economical and less labor intensive. The Executive Office will send out to anyone in the database whom you specify. You may also include labels for others to whom you would like to have the item mailed. The Executive Office will simply charge the duplicating and mailing costs directly to your regional budget—with no exchange of money or checks. Of course, you must have had prior approval for such expenditures in your budget.

You may also do the duplicating and mailing from your office and submit a request for reimbursement. Simply request the appropriate labels from the Executive Office.

*Always include the NACADA logo and use the required NACADA format
*Mailings from the Executive Office must have the Executive Office RETURN MAILING ADDRESS and mailing permit

Monthly Highlights In addition, the Executive Office distributes a monthly "Highlights" electronically to all members. We can provide a link to your Regional Website, a new announcement or other information as you wish.
Regional Conference

The Regional Conference provides the opportunity for the Region Chair to share national issues and developments as well as ascertain regional concerns and issues. While the major responsibilities for the conference are undertaken by the Conference Committee, the Region Chair maintains oversight and helps with programming ideas based on national as well as regional topics. The Region Chair conducts the Business Meeting during the Regional Conference and normally recognizes members in the region for various accomplishments or awards.

Planning Meetings

A complete Regional Conference Coordinators Handbook is available on the web. Be sure each conference chair is aware of it. Planning meetings may be conducted via conference call or face to face with the Region Chair and local committee. Remember that travel costs would be charged against the conference budget and thus, raise the registration fee for each participant.

Budget

You are ultimately responsible for the success and financial stability of your Regional Conferences. Although there are conference chairs, you are responsible for their actions. Therefore, you should be apprised of the planning. You must approve the proposed budget before it is submitted for other reviews and insist on a wrap-up final report within 30 days of the conference. The final report should include all sources of income and all expenditures.

Contracts

The Executive Office must review and sign all contracts with hotels, caterers, speakers, transportation, AV, etc. Rarely should one agree to all of the terms of a hotel contract as they are first presented by the hotel. Often additional concessions will be made by a hotel if the Executive Office demands specific wording. Speaker contracts need to be detailed regarding expectations and reimbursements.

Chairperson

Regional Conference sites and chairpersons should be appointed two or three years in advance. Future conference chairs should serve on the previous year’s planning committee so they can see what needs to be done. All conference chairs should review the Regional Conference Coordinators Handbook at least a year and one-half in advance so that they may begin the planning process. Sites should be rotated among states within your region to stimulate growth, involvement, and responsibility throughout your membership and region.

Commercial Presenter Policy

As NACADA has grown, it has begun to attract the attention of more commercial entities who are seeing the business value of reaching NACADA members. NACADA has provided a means for commercial entities to reach the participants at conferences through exhibit options and attendant "Exhibitor presentations" whereby exhibitors may demonstrate or explain their products to a group of participants at one time. Yet, some persons Chair resenting commercial entities are submitting presentation proposals through the regular channels, being accepted, and then touting their products to unknowing conference participants who have paid to attend these sessions that they presumed were free from commercials. These situations have initiated a policy regarding such proposals.

COMMERCIAL PRESENTERS POLICY

- A statement regarding "commercial products" be added to the Call for Proposals
- All proposals NOT from Chairs of higher education institutions be compiled and reviewed separately by the National Program Committee (or regional program committee).
- All proposals obviously focusing on a commercial product be rejected and encouraged to become an exhibitor.
- All remaining proposals be carefully examined and the presenter contacted concerning the exact nature of the proposal and then required to sign an agreement NOT to promote any products during the presentation.
• Presenter confirmation forms contain this policy and ask for signature for acceptance.
• All presenters identified on their evaluations as having promoted their commercial item be banned from future presentations and this penalty be explicit in the acceptance letter.
• All presenters/companies not qualifying to present under the above regulations be encouraged to exhibit and provide an Exhibitor Presentation.

This policy is not intended to prevent product USERS from referring to specific commercial products nor prevent the conduct of “user” roundtable discussions regarding specific products.

**Board of Directors/ Executive Office Visit**

A member of the NACADA Board of Directors or Executive Office will attend each Regional Conference. Their travel expenses are covered by their budget. The region need only waive their conference registration fee and offer lodging, if available on a complimentary basis from the hotel. In return, the person would be willing to present a NACADA orientation session and will bring greetings and a report from the national organization. Some may also be willing to keynote or do a concurrent session. You must make arrangements with the designated person regarding expectations and inform the program committee of time and space allotments necessary.

**NACADA Commercial**

Allow 10 minutes during the General Session for the person to review highlights of NACADA services, award winners from region, upcoming conferences, etc.

**Follow-Up**

Region Chairs are responsible for being sure the Regional Conference Chairs:

• Submit the final conference report to the Executive Office within 30 days following the conference and funds are remitted to the Executive Office.
Regional Conference Chair Handbook
The Regional Conference Chair handbook includes a section on forms that may be of interest to Region Chairs.

State Drive in Policy is located under About NACADA - Leadership
Click on "State Drive-In Policy" on right hand side of page.
Volunteers lead all segments of the association. Their work is essential to the field of advising as they identify the needs of the various members and develop the means for fulfilling those needs while building a lifelong network of colleagues and friends.

### Leadership Meetings:
- Board, Council, Divisions
- Advisory Boards, Task Forces

### Organization Directory
- Leadership Position Overviews

### Leadership list serves

### NACADA Strategic Plan

### Leadership Handbooks
- General Leadership Handbook
  - (PDF format)
- Commission Chair Handbook
  - Chair Expectations
- Region Chair Handbook
- Regional Conference Chair Handbook

### Policies & Procedures
- Bylaws
- Policies
- Procedures
- Budget Request Instructions
- State Drive-in Financial Policy & Budget
- State and Institutional Meeting Procedures and Support from NACADA
- Region Account Expenditure Guidelines effective Jan 1, 2002
Welcome Region Chairs and Region Conference Chairs!

to the
Region and Region Conference Chairs Resource Page

This section of the NACADA web page is for use by the Region and Region Conference Chairs only. This website URL address is not to be shared with other individuals. This site contains confidential statistical and financial data that should not be available to other businesses or individuals.

Questions: Contact Diane Matteson at matteson@ksu.edu or 785-532-7816 or fax 785-532-7732

Click here for a letter especially for new region and region conference chairs!

Links to:
- Region Division Leadership
- Region Homepages
- Upcoming Regional Conferences
- All Divisions and Leadership Direct Links
- State Drive-in Meetings and Allied Member Organization links

Handbooks & Policies
- Region Chair Handbook
- Regional Conference Chair Handbook
- GeneralLeadershipHandbook
- State Drive-in Financial Policy & Budget
- State Drive-in Procedures
  - Sample Registration Form
- Region Account Expenditure Guidelines
  - Jan1 2001.htm
- Keynote Speaker Revised Nov 04
- Best of Region August 21 2001
- Reference for determining Regional award remuneration based on National awards

Region Bylaws/Operating Principles:
- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9

Important Announcements & E-mails

Posted Sept. 26, 2007 by Diane. When you are ready for people to proposals, let me know and I will attach the links to your conference

- Regional Proposal Entry Form
- 2008 Region Proposal Site for Readers and Chairs

2007 Region Chairs Teleconference Sept 10 & 14, 2007
1:30-2:30 p.m. EASTERN time

2007 Region Reports (compiled by sub-committee)

- Region 1 Budget 2008
- Region 2 Budget 2008
- Region 3 Budget 2008
- Region 4 budget 2008
- Region 5 Budget 2008
- Region 6 Budget 2008
- Region 7 Budget 2008
- Region 8 Budget 2008
- Region 9 Budget 2008
- Region 10 Budget 2008
### Region 10

#### Calendar & Deadlines
- **NACADA Calendar - Overall**
- **Academic Advising Today (ATT) info**
  - NOTE: ATT - is sent electronically to all members 4 times a year. Feb 1, June 1, Sept 1, Dec 15. Region HOMEPAGES should be up-dated at least **2 weeks prior** to the electronic mailing. Send all updates to matteson@ksu.edu
- Timeline from Region Handbook

#### NACADA Strategic Plan & National Resources
- NOTE: The NACADA Strategic Plan is being revised and a new version one will be presented at the 2007 Annual Conference.
- This is the present version. The NACADA Strategic Plan provides a framework for the actions of the Association. How can your region help to move the plan forward?

#### Publicity Opportunities
- NACADA Academic Advising Today
- NACADA Monthly Highlights

#### Important Forms
- **Budgets**
- **Region Conference Budget TEMPLATE**
  - Instructions by category & cost estimates for Regional Conference Budget
- other forms can be found at: http://www.nacada.ksu.edu/RConf/forms.htm
- **Letterhead template**
  - This template may be modified to include your region contact information - i.e. Region Steering committee members may be listed, or the Region Conference chair and or committee might be listed.
  - Tax Exempt table as of Sept 2005

#### Region Statistics & Past History
- **Regional Conference Dates/Places/number of rooms used, etc - Summary Chart HISTORY**
- Member Demographics (last several years of region membership numbers, conference attendance, etc. in a variety of comparison charts.)
- Best of Region Presentation Cumulative list

#### Program Planning NOTES for 2008 Conferences
- September 11, 2007 e-mail regarding presentation proposal o Click here
- Region proposal Readers: Read Info at http://www.nacada.ksu.edu/RConf/call.htm
- Note for conference proposal readers - the main portal is http://www.nacada.ksu.edu/2007Regionals/main.htm
- **Presentation Proposal Instructions and procedures 2008**
- **Track codes and titles for Conference Proposal sessions & av Sessions at 2008 Regional Conferences required by NACADA**
- Registration Form Templates for 2008 need to add preconference workshops/fees
- Board and Executive Office visitors to Region Conferences, 2t announced

#### Leadership Meetings for Region Chairs
- Region Division Leadership Meetings

#### Financial Reports - Confidential Information
- **Budgets - Conferences 2007** Click here
  - http://www.nacada.ksu.edu/Leadership/RegionUpdates/2007RegionConferences
- **Conferences - Account Balances**
  - 2007 Region Conference Accounts as of June 4 07
  - 2006 Region Conference Accounts as of Nov 8 06 FINAL
  - 2006 Region Conference Accounts as of Oct 9 06
  - 2006 Region Conference Accounts as of May 15 06
  - 2005 Region Conference Accounts as of Sept. 27 05
  - 2005 Region Conference Accounts as of August 15, 05
2005 Region Conference Accounts as of July 05

Region Account Balances - Region Accounts
All Region Account Balances as of Oct 10, 2007
All Region Account Balances as of Sept. 7, 2007
All Region Account Balances as of June 4, 2007
All Region Account Balances as of Oct 9, 2006
All Region Account Balances as of Sept 27, 2005
All Region Account Balances as of August 15, 2005
All Region Account Balances as of Sept 25, 2004
All Region Account Balances as of Dec 13, 2004
All State Drive-In Balances as of Dec. 13, 2004

State Drive-in Account Balances by Region
State Drive-in Balances as of Oct 4, 2007
State Drive-in Balances as of July 12, 2007
State Drive-in Balances as of Oct 10, 2006
State Drive-in Balances as of May 24, 2006
State Drive-in Balances as of May 24, 2005

Diane's test report: not for use yet.

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<th>August 18, 2006</th>
<th>January 9, 2007</th>
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<td>1149</td>
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<td>2</td>
<td>1097</td>
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<td>908</td>
<td>943</td>
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<tr>
<td>10</td>
<td>719</td>
<td>753</td>
<td>653</td>
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</table>

Region Conference Attendance at a glance

<table>
<thead>
<tr>
<th>Region</th>
<th>2002</th>
<th>2003</th>
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<td>276</td>
<td>294</td>
<td>323</td>
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<td>2</td>
<td>277</td>
<td>312</td>
<td>297</td>
<td>273</td>
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<td>135</td>
<td>110</td>
<td>83</td>
<td>234</td>
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</tr>
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<td>4</td>
<td>234</td>
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<td>186</td>
<td>280</td>
</tr>
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<td>5</td>
<td>407</td>
<td>*358 of 474</td>
<td>346</td>
<td>222</td>
<td>277</td>
</tr>
<tr>
<td>6</td>
<td>160</td>
<td>*112 of 474</td>
<td>229</td>
<td>163</td>
<td>203</td>
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Region Business Meeting Attendance at National Conferences

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<tbody>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>2245</strong></td>
<td><strong>1850</strong></td>
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*Regions joined - visitors from other regions make up difference in numbers of total attendees.*

2004 Region Conference Budgets

2004 All Regions Proposed Conference Budgets Comparison Chart Dec 03 for web