



## MEMORANDUM

TO: Susie Golucky, Nowhere NCF Co-Chairpersons  
 FROM: Gregory A. Ferguson, Director of National College Fairs, Programs and Services  
 DATE: December 19, 2011  
 RE: Nowhere National College Fair Budget 2012

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 Each year NACAC provides National College Fair chairs with a comprehensive budget that outlines expenses for their program. The pie chart below clearly reports the detail expenses of the 2011 Louisville National College Fair. We use this information as a guideline in the development of your 2012 college fair budget. As you are aware, our economy continues to be unpredictable and unsettled. We must continue to be cautious in our spending and monitor our expenditures closely. Contributions from several of our partners, both locally and nationally have also diminished. Please note that these budgets are conservative based on these factors. As the year progresses and the landscape changes in a positive manner, we will make budget adjustments accordingly.

Please stress to your committees that they **must retain receipts for all expenses incurred while working on the fair. Before any reimbursement or revenue sharing checks are processed, individual expense reports, as well as the chairperson's final report, must be received, reviewed and approved by NACAC.** NACAC auditors look specifically for appropriate documentation, which is why the receipts become important. Your fairs' expenses for 2011 were as follows:



**Your overall 2012 committee budget is: \$3,000.00**

(over)

### What does NACAC pay for?\*

The committee budget is intended to cover the cost incurred by volunteers in the planning and staffing of the National College Fair. Listed below are the approved expenses:

- Hospitality for Exhibitors
- Committee Expenses to include the following:
  - Mileage to and from planning meetings
  - Parking, tolls
  - Meals (when in conjunction with a planning meeting)  
Reimbursement allowances for meals, excluding tips, is \$65.00 per day. Tips are not to exceed 20%.
  - Cost of mailings, printing, copies, postage
  - Supplies for the fair (tape, pens, pencils, etc....)
  - Long distance calls concerning NCF business
  - Visitor's guides and welcome materials for college reps (Your area convention and visitors bureau will usually give these to you on a complimentary basis.)
  - Publicity
  - **You must submit all receipts**

*Any other expense not listed will need the approval of the Director of National College Fairs.*

Please note that your fair date is:

**Any Day, Month, Year from:  
Time Range of Fair**

If you have any questions and/or concerns please contact me at **703/836-2222 ext. 115** or via e-mail [gferguson@nacacnet.org](mailto:gferguson@nacacnet.org) or your Event Manager Malene Ward at **703/836-2222 ext. 155** or via e-mail [mward@nacacnet.org](mailto:mward@nacacnet.org). Thank you for your continued support of our National College Fair programs. We look forward to a successful college fair season.

