



Convention Fundraising Handbook

Join us for our most affordable Convention yet! Since Indianapolis is the "crossroads of America," 80% of the country is within driving distance.



ALPHA KAPPA PSI
The Professional Business Fraternity

July 24-27, 2024
Indianapolis, Indiana
The Westin Indianapolis

www.akpsi.org/convention
[myAKPsi > Events > Convention](#)

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Introduction

The AKPsi Convention promises whether you have been **attending** for years, or if this is your first time, you will be **welcomed!** Convention is your **opportunity** for networking and knowledge through three days of **extraordinary**, real world **professional and personal development** alongside industry experts at all career levels dedicated to **building the leaders** of tomorrow, today.

Why should I attend the AKPsi Convention?

- ▶ **Certificate program**
- ▶ Meet brothers from all over the world – this is the only time AKPsi gathers in its entirety and is open to all AKPsi members
- ▶ Prepare for the business world
- ▶ Make new friendships
- ▶ Road trip
- ▶ Expand your personal and professional horizons
- ▶ Networking with students & alumni
- ▶ Professional development
- ▶ **Celebration of Brotherhood** - Opportunity to strengthen your AKPsi ties through participation in a Convention-only ritual
- ▶ Reconnect with brothers
- ▶ Try sugar cream pie and a tenderloin sandwich!
- ▶ Visit Indy – the crossroads of America!
- ▶ Be a part of AKPsi history by attending the Howell + Wendroff Professional Center's grand opening
- ▶ Learn how to better manage your chapter
- ▶ **More than 10 hours of educational content**
- ▶ Hone your leadership skills
- ▶ Celebrate your chapter's successes on an international platform – accept awards in front of the entire fraternity
- ▶ **Participate in shaping the fraternity through Chapter Congress** – where changes to the Constitution and Statutory Code are discussed, and the fraternity president and executive vice president are elected

Convention is held biennially and features the Chapter Congress and College of Leadership. Special events include the Celebration of Brotherhood, Brothers Night Out, and the Grand Banquet. The Celebration of Brotherhood is a brothers-only ceremony to share unique memories of Alpha Kappa Psi. Convention ends Saturday night with the formal Grand Banquet, where you will greet brothers in their finest attire, eat a fabulous meal, and enjoy a great experience.

Purpose

This fundraising handbook has been developed to assist your chapter in raising funds to send all those who desire to attend Convention. We want to eliminate the “we don't have the money” reasoning. All brothers should enjoy the Convention experience! Fundraising takes more effort and deliberate action in the beginning phases, but it gets easier as the chapter progresses.

Many colleges and universities have regulations regarding fundraising activities of school organizations. Your chapter must become familiar with these policies. Be certain your chapter's plan is approved by your college or university and that they know what will take place. Although not required by all schools, this courtesy and forethought can save the chapter from unexpected complications.

If you have questions about this handbook or suggestions for improvement, please contact Wendy Wendroff, Convention Chair, at conventionchair@akpsi.org. Complete details regarding Convention can be found at www.akpsi.org/convention, or [myAKPSI > Events > Convention](#).



Convention Schedule at a Glance

*Events and times are subject to change

Wednesday July 24

Registration/Check-in.....	12:00 PM-9:00 PM
Marketplace.....	12:00 PM-9:00 PM
Convention office.....	12:00 PM-9:00 PM
Information booth.....	12:00 PM-9:00 PM
Community Service.....	1:00 PM-5:00 PM
Excursion.....	3:00 PM-4:00 PM
Welcome Reception.....	8:00 PM-11:00 PM

Thursday, July 25

Registration/Check-in.....	7:00 AM-7:00 PM
Marketplace.....	7:00 AM-7:00 PM
Convention office.....	7:00 AM-7:00 PM
Information booth.....	7:00 AM-7:00 PM
Delegate/Alternate Check In.....	8:00 AM-8:30 AM
Credentials committee meeting.....	9:00 AM-11:00 AM
College of Leadership.....	9:00 AM-12:00 PM
Excursion.....	3:00 PM-4:00 PM
Keynote speaker.....	1:30 PM-2:00 PM
Chapter Congress.....	2:15 PM-6:00 PM
Excursion.....	7:00 PM-9:00 PM

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Friday, July 26

Registration/Check-in.....	8:00 AM-1:30 PM
Marketplace.....	8:00 AM-1:30 PM
Convention office.....	8:00 AM-1:30 PM
Information booth.....	8:00 AM-1:30 PM
College of Leadership.....	9:00 AM-11:45 AM
Awards Luncheon.....	12:00 PM-1:30 PM
College of Leadership.....	2:00 PM-5:00 PM
Brothers Night Out at the Howell + Wendroff Professional Center.....	6:00 PM-10:00 PM
Academy Fellow Reunion.....	6:00 PM-7:00 PM

Saturday, July 27

Registration/Check-in.....	8:00 AM-7:00 PM
Marketplace.....	8:00 AM-5:00 PM
Convention office.....	8:00 AM-7:00 PM
Information booth.....	8:00 AM-7:00 PM
Celebration of Brotherhood.....	9:00 AM-10:30 AM
College of Leadership.....	10:45 AM-11:45 AM
Lunch on Your Own.....	12:00 PM-1:30 PM
College of Leadership.....	2:00 PM-5:00 PM
Grand banquet & dance.....	7:00 PM-12:00 AM

Convention Costs

Major costs:

- ▶ Registration fee
- ▶ Transportation
- ▶ Hotel

Registration Fee

This fee will vary from \$375 to \$650 depending on the time you choose to register.

Student Package includes:

1. Registration Materials
2. Welcome Reception
3. Committee Meetings
4. Chapter Congress
5. Friday Awards Luncheon
6. Celebration of Brotherhood
7. Brothers Night Out at The Howell + Wendroff Professional Center
8. College of Leadership on Friday & Saturday
9. Grand Banquet & dance
10. Morning Walk/Jog

Fee does NOT include:

Transportation, hotel, taxis, souvenirs, AKPsi excursions, or all meals

Pricing:

Student Package

- ▶ Brother Appreciation Special: until February 29
 - Buy 3, get a fourth at \$200 when using all Convention Fee funds
 - Anything less than 4 is \$500/person
- ▶ Early Bird: March 1 to April 30
 - \$500
- ▶ Regular: May 1 to June 30
 - \$550
- ▶ Onsite only
 - \$650

Transportation

Driving:

- ▶ Valet parking is \$54 per day with unlimited in/out privileges
- ▶ Self-park is \$45 per day with unlimited in/out privileges

Flying:

- ▶ From the Indianapolis airport:
 - An uber is approximately \$25-40
 - A taxi ride is approximately \$40

Hotel

Reservations:

- ▶ Inclusive (tax and fees) room rate- \$221/night
- ▶ Reserve online at www.akpsi.org/convention or [myAKPsi > Events > Convention](#)

If you start now and develop fundraisers specifically geared toward Convention attendance, you can raise the money to send all who wish to attend. Use this handbook to help meet your fundraising goal. Everyone is welcome to attend!

Use the cost estimator located in the Appendix to determine the average cost per person for a trip to Indianapolis.

How to Fundraise or Save for Convention

Alumni, Family and Friend Sponsorships

- ▶ Alumni, family and friends can make tax-deductible contributions through the AKPsi Foundation to off-set the costs to attend convention.
- ▶ Emphasize to anyone who may support the fundraising efforts that the educational and leadership aspects are invaluable to the members' experience.
- ▶ Upon receipt of a sponsorship:
 - The Foundation will provide an acknowledgment of the gift for tax purposes.
 - A thank you note should be provided to the donor by the chapter.
 - Funds will be applied to the chapter's fraternity account.
- ▶ A sample letter for alumni and family and friends (think parents, grandparents, aunt, uncles, neighbors, etc.) can be found in the Appendix
- ▶ Ways to support
 - Sponsor a Student
 - The chapter will [submit a form](#) to the Foundation, which can design a custom donation page.
 - The Foundation will handle all communication with your approvals to the alumni from your chapter.
 - A custom appeal is distributed to chapter alumni from the Foundation, with the chapter president's contact on the appeal.
 - To request a Sponsor a Student page, contact the Foundation at akpsifoundation@akpsi.org.
 - Chapters with existing Sponsor a Student pages can use these donation sites to further collect money to use for College of Leadership.
 - AKPsiFoundation.org
 - Gifts can be made at <https://www.classy.org/campaign/true-blue-2023-2024/c500570>. Select the Chapter Educational Grant in the dropdown of the question "What would you like your donation to support?"
 - The Foundation will provide an acknowledgment of the gift for tax purposes.
 - A thank you note should be provided to the donor by the chapter.
 - Check
 - Checks can be written to Alpha Kappa Psi Foundation and mailed to 8001 E. 196th Street, Noblesville, IN 46062.
 - The chapter's name and 'College of Leadership' should be included on the memo line.

Corporate Sponsorship

- ▶ Ask corporate sponsors in your area to donate funds or products
 - ▶ Note: these are not tax deductible when made directly to the chapter
- ▶ Donations can be used for the trip to Indianapolis or raffle to fundraise
- ▶ Alumni, family & friends may work at companies that provide donations
- ▶ A sample letter can be found in the Appendix
- ▶ Social media for business recognition

School of Business or Student Government Sponsorship

- ▶ College of Leadership learning objectives, schedule, and approximate costs can be found in the handbook.
- ▶ You might have to petition these organizations to obtain any funds.
- ▶ Don't wait to pursue these opportunities. Funds are limited.
- ▶ A sample letter can be found in the Appendix.

Convention Fee

- ▶ Each chapter will have a total of \$1300.
- ▶ These funds are held at the Howell + Wendroff Professional Center and will be credited to the chapter when student members register.
- ▶ The chapter can put additional funds in this account.

Convention Budget Line Item

- ▶ There should be a budget line item for Convention attendance.
- ▶ This line item should appear yearly, even if it's not a convention year.

Chapter Travel or Convention Fund

- ▶ Establish a fund to house funds raised for Convention

Holiday Fundraisers

- ▶ Sell green carnations for St. Patrick's Day
- ▶ Sell chocolate rabbits or candy for Easter
- ▶ Sell candy or flowers for Valentine's Day
- ▶ Sell flowers at graduation

Campus Activities

- ▶ Work concession stands, sell programs, or assist with parking at campus events.
- ▶ Look at doing the above in your local community at carnivals or parades.
- ▶ Great bonding experience for your chapter brothers!

Online Sales

- ▶ Sell candy, cookies, cards, wrapping paper, t-shirts, pop sockets, etc. online.
- ▶ Larger audience potential with family and friends away from campus.

Garage Sale or Auction

- ▶ Collect items from your members, School of Business, companies in the area, family members, and alumni.
- ▶ Garage sale or auction format

Bake Sale or Car Wash

- ▶ Little expense to administer
- ▶ Great bonding experience with chapter brothers

Anything-a-thon

- ▶ Walk-a-thon, Jog-a-thon or Dance-or-thon
- ▶ Establish a maximum time or distance and collect donations

How to Distribute the Proceeds

When conducting these fundraising activities, all funds should be set aside into a specific account so everyone who wants to attend Convention will have access to the money. Everyone should have the opportunity to join the brotherhood experience at Convention.

If your chapter raises \$5,000 and you have 10 brothers who want to attend, each brother should get \$500 toward their expenses. **Your chapter membership will be more likely to help raise funds if there is something in it for them.** Do not limit your fundraising activities.



Keys to Success

Create a Committee

- ▶ Sole purpose is to raise funds for Convention
- ▶ Set a fundraising goal by determining how many want to attend
- ▶ Create a task list, calendar, and event ideas for the committee to follow
- ▶ Committee should report their success at each chapter meeting
- ▶ Share all support options on social media for alumni, campus and parental support

Start Early

- ▶ University and company budgets are limited
- ▶ Start now and ask often

Ask Often

- ▶ Once isn't enough – maybe the dog ate the email!
- ▶ Try multiple times and through multiple resources
- ▶ Continue asking until they say "no"

Think Big

- ▶ Set a high goal
- ▶ Determine how many brothers want to attend, and set a goal to raise 50% of the funds needed

Contact Information

- ▶ Ensure name, phone number, email address and mailing address are on all donation requests.
- ▶ Companies/individuals need contact information to ask questions and to send donations.

Thank You Notes

- ▶ **Thank You Notes and recognition of donations is critical.** Failure to acknowledge the donations will result in not getting donations when you ask again.
- ▶ A sample is included in the appendix.

Keep Everyone Involved

- ▶ Create a fundraising thermometer and track the progress of your fundraising efforts.
- ▶ Update as donations arrive and report at each chapter meeting.

Questions? Ask your chapter or faculty advisor, AKPsi volunteer, or Wendy Wendroff at conventionchair@akpsi.org.

Appendixes

Sample Letter: Corporate Sponsors

Date

<contact name>
<business name>
<business address>
<city, state & zip>

Dear <contact name>,

The <chapter name> Chapter of Alpha Kappa Psi Professional Business Fraternity at <university/college name> is seeking your assistance to help send <number> of our student members to our educational and professional development convention in Indianapolis, IN in July.

Recognized as the premier developer of principled business leaders, Alpha Kappa Psi boasts more than 18,000 student members organized into more than 180 chapters worldwide. Our members and 260,000 alumni share a set of core values:

- **Brotherhood** – Trust, respect, cooperation, companionship, and aid to brothers is the expected norm.
- **Knowledge** – Education and experience, whether gained in the classroom or the workplace, are emphasized and shared.
- **Integrity** – All actions, whether in business or life, are guided by honesty, ethics, and fairness.
- **Service** – Sharing of time, talent, and treasure with both communities and our Fraternity is a priority.
- **Unity** – A common understanding of our vision and values that transcends chapter, generation, and profession is utilized to anticipate and create the future.

Our convention offers an opportunity for professional development of each member. We prepare our members to become future business leaders through educational seminars, training, networking, and other interactions with top business leaders while also participating in the legislative process and community service. We develop their soft skills

The total cost to send one member to Convention is approximately \$<amount>. The major expenses are registration, hotel, and transportation.

<Company name> can help prepare us for the future by providing a monetary donation to fund our trip to Indianapolis. Any consideration to defray our costs would be helpful, as these all add up quickly. If you are unable to help financially, perhaps you could donate something that we could auction or raffle.

Thank you in advance for assisting our membership in attending our fraternity's Convention and helping to build better business leaders for the future. Any contributions should be sent to: Alpha Kappa Psi Fraternity <address>.

If you have questions, please contact <name & contact information>.

Sincerely,

<Signature>

Sample Letter: Alumni Sponsors

<Date>

<brother's name>

<brother's address>

<brother's city, state and zip code>

Dear Fellow <chapter name> Brother,

The Alpha Kappa Psi Professional Business Fraternity Convention is scheduled for July 24-27 in Indianapolis, IN at the Westin Indianapolis. Highlights of Convention include Chapter Congress, Celebration of Brotherhood, Brothers Night Out at the Howell + Wendroff Professional Center, an Awards Luncheon, the Grand Banquet, and of course, the College of Leadership.

The College of Leadership provides students with a Certificate program. These sessions equip student with the tools needed for personal growth. Some of the Certificates offered include Fundamentals of Financial Literacy, Inclusive Leadership, Fundamentals of Decision-Making, and Management Fundamentals.

The cost to attend Convention includes transportation, hotel for four nights, registration fees, and meals not covered by the registration fees. The average cost per person is <amount>

Our chapter is currently setting aside money each semester through the Convention Fee. We are also conducting several fundraisers specifically for Convention, petitioning the Student Government for funds, and setting aside additional dues money to cover the costs. The <chapter name> chapter would like to send <amount of people> people to Indianapolis, but the \$1300 Convention Fee balance will not cover all of the costs.

We would like to ask for your financial help so that all our brothers who wish to attend Convention can do so. You can give a tax-deductible contribution to the Foundation that will help us. Be assured that your contribution will only be used to defray the cost of attending the College of Leadership.

It's very easy to donate to the Alpha Kappa Psi Foundation. You can:

- Go to the website at www.akpsifoundation.org.
- Mail a check to 8001 E. 196th Street, Noblesville, IN 46062
- Call the Foundation at 317-872-1553. You can make your contribution through check or credit card. Regardless of the payment method, please mention that this contribution goes to the <chapter name> chapter for Convention.

The <chapter name> chapter wants to have a strong contingency at Convention and with your financial support, we could make this dream come true. You can get additional information about Convention on the website at www.akpsi.org/convention. Convention is an event for both students and alumni, so perhaps you would be interested in attending. Registration details are on the website as well.

If you have questions, please contact <contact name, address, phone & email>. Thank you for your support.

In U—and I--,

<Signature>

Sample Introduction: Student Government/School of Business Petition

Alpha Kappa Psi Convention

July 24-27, 2024

Indianapolis, IN

The Westin Indianapolis

Alpha Kappa Psi Professional Business Fraternity is a co-ed business fraternity founded in 1904 at New York University. We are the first and largest business fraternity in the country. The <chapter name> chapter was founded at <college/university> on <date>. Today, we boast more than 18,000 student members at more than 180 college and university campuses in the United States, United Kingdom, Hong Kong, and Canada, all of which share five core values: Brotherhood, Knowledge, Integrity, Service, and Unity. Alpha Kappa Psi is a diverse organization that emphasizes business education for student members.

Alpha Kappa Psi Fraternity meets biennially at our Convention. Our next meeting is scheduled for July 24-27, 2024 in Indianapolis. The costs for our chapter members to attend this meeting are approximately \$<amount> per person. This price includes registration fee, hotel stay, transportation, and meals.

The two highlights of Convention are Chapter Congress and College of Leadership. Other events of the four-day meeting include an Awards Banquet, Brothers Night Out, Committee Meetings, Celebration of Brotherhood, and the Grand Banquet.

Each chapter elects a delegate who votes during Chapter Congress. This meeting determines the policies, practices, and procedures of the fraternity for the next two years through the democratic process. The College of Leadership is the education portion. The College of Leadership provides students with a Certificate program. These sessions equip student with the tools needed for personal growth. Some of the Certificates offered include Fundamentals of Financial Literacy, Inclusive Leadership, Fundamentals of Decision-Making, and Management Fundamentals. These interactive discussions are designed to give students an opportunity to learn from and share ideas with AKPsi leaders and chapters across the globe.

Our chapter is currently setting aside funds every semester to save for this event, but we are also looking at other sources of fundraising so that all chapter brothers who wish to attend Convention can.

The Alpha Kappa Psi Convention is an opportunity for our members to grow personally, professionally, and academically, and to reach out to other student members from around the world and share ideas. The skills we acquire will benefit our chapter, and the university, as we become a stronger organization.

With your generous financial support, we will be able to send more chapter members to Convention to learn and grow as business professionals. For questions, please contact <contact name, address, phone & email>.

Thank you for your consideration.

<Signature>

Sample Letter: Parent/Family Sponsors

Dear <Mom & Dad, Grandmother, Grandfather, Aunt or Uncle, family member>,

My membership in Alpha Kappa Psi Professional Business Fraternity has been such a wonderful experience. It has enhanced my professional skills as a leader, communicator, and organizer. My membership has prepared me for a job search and provided skills that will be critical to success in the workplace.

Now, the fraternity is offering me another opportunity to expand my horizons and better prepare me for the business world. The entire fraternity meets every two years, and in 2024, we will meet in Indianapolis, IN from July 24-27 for our Convention. Highlights include Chapter Congress, College of Leadership, Awards Luncheon, Celebration of Brotherhood, Brothers Night Out, and a Grand Banquet.

Chapter Congress carries out the democratic process for the fraternity. Each chapter elects a delegate who votes on matters that will impact the organization over the following two years. We are setting policies for a membership of more than 12,000 students and more than 200 chapters. The College of Leadership is a two-day program with various sessions to enhance my business education. Some of the Certificates offered include Fundamentals of Financial Literacy, Inclusive Leadership, Fundamentals of Decision-Making, and Management Fundamentals.

The major costs include hotel stay, transportation, and registration. The hotel is \$221 per night, and the registration fee varies from \$375 to \$650 per person depending on how many other brothers from my chapter attend. The travel expense will vary depending on my mode of transportation. The total of these expenses, plus some spending money for meals not included in the registration fee, will cost approximately \$<amount>. I'm hoping that you can provide some financial assistance so that I can attend Convention.

Your financial assistance can be tax deductible. Donate through the Alpha Kappa Psi Foundation at www.akpsifoundation.org and mention <chapter name> or donate through our chapter's Sponsor a Student Campaign and use my name.

You can find all the information about Convention at www.akpsi.org/convention. It will be an experience that I will remember for the rest of my life, and it will prepare me for the workplace. Thanks for your time and consideration of this endeavor!

Love,

<Signature>

****You can also include any of the College of Leadership learning objectives in this letter. You will want to emphasize the educational aspects of Convention when asking family for funds.***

Sample Letter: Thank You

Dear <Mr./Ms. Last name or first name only>

Thank you for your generous support of the <chapter name> chapter of Alpha Kappa Psi Professional Business Fraternity at <university/college name>. The <funds/donation/etc.> you provided will be used exclusively for transportation, registration fees, hotel stay, and other expenses for our membership to attend Convention in Indianapolis in July.

The AKPsi Convention will offer our members an opportunity for professional and personal development so that we are prepared for the business world. Thank you again for your consideration and support. We are so appreciative!

Sincerely,

<Signature>

College of Leadership

At Convention, the focus of College of Leadership will be Alpha Kappa Psi's Certificate Program, in which participants can take courses that align with a certain certificate to gain professional development skills in several different areas. Each certificate will be facilitated by an expert in the certificate area and participants will contribute to an environment of community-based learning, where the group will have opportunities to interact and learn from one another. After taking each course in a certificate series, participants will be able to take the certificate assessment online to earn their certificate with a passing score. The certificates offered will include but are not limited to:

Fundamentals of Financial Literacy
Inclusive Leadership
Fundamentals of Decision-Making
Management Fundamentals

By the end of College of Leadership, participants will complete the following learning objectives:

- ▶ Construct a path for approaching difficult situations
- ▶ Develop a fraternal network
- ▶ Develop a leadership development plan
- ▶ Develop a professional network
- ▶ Discuss servant leadership and personal accountability
- ▶ Explore insights on industry related skills necessary for employment
- ▶ Interact with top professionals in business industries to understand how their mission is implemented

Convention Cost Estimator

This worksheet will help you determine the approximate cost per person to attend Convention. Costs per item were based on averages as of October 2023 and are subject to change. Additional costs were determined based on the maximum days an individual may spend in Indianapolis. The cost estimator is meant to be a guideline to help your chapter plan your fundraising activities. This may not cover individual wants and needs while at Convention.

Registration

Use the pricing information on page 6 of this handbook to fill out the information below.

$$\begin{array}{ccccccc} \text{\# of Attendees} & & \text{Price} & & \text{Convention Fee} & & \text{Total} \\ \boxed{} & \times & \boxed{} & - & \boxed{} & = & \boxed{} \end{array}$$

Transportation

Flights

Take a random sampling of round-trip airfare to and from Indianapolis to identify an average cost per ticket.

$$\begin{array}{ccccccc} \text{\# of Attendees} & & \text{Avg cost per ticket} & & \text{Total} \\ \boxed{} & \times & \boxed{} & = & \boxed{} \end{array}$$

Rideshare or Taxi

Determine the mode of transportation you wish to use to get to the hotel from the airport. Enter this into the appropriate box below. Add these two together to determine your total cost for transportation. Pricing can be found on page 7 of this handbook.

$$\begin{array}{ccccccc} \text{To Hotel from} & & \text{To Airport from} & & & & \\ \text{Airport} & & \text{Hotel} & & \text{Total} \\ \boxed{} & + & \boxed{} & = & \boxed{} \end{array}$$

Take the total and multiply it by the number of individuals using the rideshare or taxi. Use this number when adding all the shaded numbers below.

$$\begin{array}{ccccccc} \text{Total from above} & & \text{Total individuals} & & \text{Total} \\ \boxed{} & \times & \boxed{} & = & \boxed{} \end{array}$$

Driving

Determine the round-trip mileage to and from Indianapolis using Google Maps or other resources.

$$\begin{array}{ccccccc}
 & \# \text{ of miles} & & \text{Average cost per} & & \text{Total} & \\
 & & & \text{mile} & & & \\
 \boxed{} & \times & \boxed{} & = & \boxed{} & &
 \end{array}$$

For trips which require more than one vehicle, enter the total number of vehicles being used in the first box and the total from above in the second to determine the total cost of driving. Use this number when adding all shaded boxes in the final step below.

$$\begin{array}{ccccccc}
 & \text{Total \# of} & & \text{Total from above} & & \text{Total} & \\
 & \text{vehicles} & & & & & \\
 \boxed{} & \times & \boxed{} & = & \boxed{} & &
 \end{array}$$

Hotel

Multiply the number of rooms you need by the number of nights staying at the hotel.

$$\begin{array}{ccccccc}
 & \# \text{ of rooms} & & \# \text{ of nights at the} & & \text{Total} & \\
 & & & \text{hotel} & & & \\
 \boxed{} & \times & \boxed{} & = & \boxed{} & &
 \end{array}$$

Take the total and multiply this by \$221 per night.

$$\begin{array}{ccccccc}
 & \text{Total} & & \text{Per night rate} & & \text{Total} & \\
 \boxed{} & \times & \boxed{} & = & \boxed{} & &
 \end{array}$$

Miscellaneous

Determine the following per person costs. These amounts are based on what each chapter is willing to spend. Recommended average amounts for food are included based on the meals not provided in the registration fee during the four days at Convention.

Breakfast	<input type="text"/>
Lunch	<input type="text"/>
Dinner	<input type="text"/>
Entertainment	<input type="text"/>
Snacks	<input type="text"/>
Souvenirs	<input type="text"/>
Total	<input type="text"/>

*Average = \$10 per meal

*Average = \$20 per meal

*Average = \$40 per meal

Multiply the total cost by the number of individuals attending.

$$\begin{array}{c} \# \text{ of Attendees} \\ \boxed{} \end{array} \times \begin{array}{c} \text{Total from above} \\ \boxed{} \end{array} = \boxed{}$$

Total Cost Determination

Add all shaded totals together and enter them into the Total box below. Take the total amount and divide it by the total number of attendees to determine per person rate.

$$\begin{array}{c} \text{Total of shaded} \\ \text{boxes} \\ \boxed{} \end{array} / \begin{array}{c} \# \text{ of Attendees} \\ \boxed{} \end{array} = \begin{array}{c} \text{Cost per} \\ \text{Attendee} \\ \boxed{} \end{array}$$