

**CONFERENCE GUIDELINES  
NATIONAL VOLUNTEER OUTREACH NETWORK, INC.**



**Approved 2021**

This document of the National Volunteer Outreach Network, Inc. contains the policy and guidelines for the wise management of NVON and principles by which the NVON Board may determine a course of action.



## NVON Annual Conference Guidelines

- Purpose:** Conduct the business of NVON; provide program assistance to state leaders, and educational opportunities for the general membership.
- Aim/Goals:** Provide NVON members an opportunity for networking, and for an educational and friendship experience.
- Planning:** Conference Chair shall be appointed by the Host State Organization and approved by NVON President. NVON President works with Host State Conference Chair for arrangements of annual conference. The President-Elect works with Host State Conference Chair for arrangements of annual conference for the year that he/she assumes the role of President.
- Conference Date:** Held in July, either weekend or mid week dates. Dates for annual conference to be selected by the State hosting the Conference and NVON President. Announce conference date three years in advance at annual conference.
- Conference Chair:** It is recommended that the Conference Chair be a past state president or board member. The Conference Chair, Co-Chair, Registration Chair and Committee Chairs may not be a voting member of the NVON Board during the conference. If a person is elected to the NVON Board, that was appointed as a Conference Chair, the State with approval of the NVON President, will appoint a new Conference Chair. In the case of the other chairs mentioned, the Conference Chair will appoint a new person to the position held by the NVON Board Member. Conference Chair shall immediately upon appointment begin investigating and arranging for a conference site, date and hotel rate subject to NVON Executive Committee approval at least two years in advance of the conference. Conference Chair will contact NVON President to seek NVON Executive Committee approval for conference site, date and hotel rate with information and specific details about the suggested site. The site should be easily accessible. Conference Chair will request a contract for the NVON President or President-Elect (when applicable) and Host State President to co-sign after receiving NVON Executive Committee approval. NVON President and/or President-Elect will work closely with Conference Chair to plan conference.
- Conference Location:** Each state shall select a location in a different city than the previous NVON conference.

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

- Conference Site:** Facility should be a hotel/motel, conference center or meeting facility that:
1. Will seat approximately 150-200 banquet style and general sessions. Check NVON Conference Budget Planner for past attendance numbers.
  2. Will lodge approximately 150 people in the same facility (ideally) or another hotel/motel within close proximity. Average number of rooms per night is 40-60 rooms. Check NVON Conference Budget Planner for past number of rooms booked.
  3. Have breakout areas for workshops/seminars – minimum of four (4) – six (6).
  4. Rooms or areas may be needed for silent auction, state exhibits and a commercial trade show.
  5. Have an elevator if more than one floor.

**Conference State Rotation:** States will take turns hosting annual conference using the following rotation: Kentucky, Indiana, West Virginia, North Carolina, Illinois, Wisconsin, Arkansas, Michigan, South Carolina

**Suggested Format:** **A 3-day conference is suggested:**

**Day One - State Day**

Craft Workshops or Educational Seminars opposite NVON Board Meeting  
Afternoon tour - Evening Event

**Day Two: NVON Day**

Morning - Opening Session – Business Meeting  
Lunch with speaker/entertainment  
Afternoon - Educational Seminars  
Dinner with speaker/entertainment

**Day Three: NVON Day**

Morning - General Session/speaker  
Lunch with speaker/entertainment  
Afternoon - Educational Seminars  
Banquet with speaker/entertainment

**Financial Responsibility:**

Conference Chair will work on budget with the Host State. Refer to NVON Conference Budget Planner for previous year's records to estimate number of attendees to determine budget so conference is self-supporting by registration fee. Registration fee is approved by NVON Executive Committee. All money collected will be deposited in the Host State and designated as NVON Conference Funds. All bills will be paid by Host State. Conference Chair shall send post summary with final conference expense sheet to NVON President thirty (30) days of close of conference. Conference Co-Chairs or Conference Chair and Registration Chair (2

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

people, half room each) may have their registration fees/meals/lodging paid from conference income if proceeds are available. Annual conference, net proceeds shall be split with fifty percent (50%) going to NVON and fifty percent (50%) remaining with the Host State. Proceeds due to NVON should be submitted to NVON Treasurer within thirty (30) days of close of conference. If a deficit occurs, it shall be split with fifty percent (50%) being paid by NVON and fifty percent (50%) being paid by the Host State. Conference Chair shall send records including signed vouchers with receipts if a deficit occurs.

- NVON Officer Conference Registration Fee:** NVON officers, President, President-Elect (when applicable), Vice President, Secretary and Treasurer as well as appointed positions of advisor, editor, webmaster and parliamentarian's conference registration fees are the responsibility of NVON.
- Theme:** Conference Chair will work with Host State to select Conference Theme. Conference theme shall include NVON President's theme. Conference Chair will submit Conference Theme to NVON President to seek Executive Committee approval two years in advance.
- Silent Auction:** Attendees should be encouraged to donate an item(s) to the silent auction. Money from the auction benefit the ACWW Pennies for Friendship Fund. Monies will be sent through NVON Treasurer in the name of NVON
- Booths/Exhibits:** Any outside groups participating in the conference must be approved by NVON Executive Committee. A commercial trade show is allowed and encouraged. Tables should be provided for Member NVON states to set up a State Display to highlight a program area or activity, and for a Project in Common and ACWW exhibit.
- Selling of Merchandise:** The Host State may have a sales table of hand-crafted items, cookbooks, or other fund-raising items. Income is the property of the Host State.
- Conference Committee:** Conference Chair will appoint conference committees as needed. The Conference Committee is responsible for paying their own registration fees and rooming charges.
- Complimentary Rooms:** The first complimentary room goes to the Conference Chair to be shared with the registration chair. Other complimentary rooms will be given to the NVON Executive Committee.
- Workshops/Seminars:** Conference Committee will identify possible workshops, seminars and programs/speakers. Refer to resolutions and recommendations passed at triennial for seminar topics. NVON President and/or President-Elect shall review selections prior to publication. A hostess and facilitator shall be appointed for each workshop/seminar to introduce and be of help to presenter.
- Tour Meals:** Participants should not be charged for a tour meal when they have paid for a meal already included in their conference registration. Lunch should be included for tours

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

- During Business Meetings:** given during the business meeting when attendees will miss the conference meal. The conference committee should pay for the group tour meal, give a set amount to each tour attendee for the meal, provide a voucher or alternative payment for the meal or return on time for the scheduled meal.
- Additional Host State Responsibilities:** Conference registration fees will be used to provide name badges for all attendees, prepare registration packets, table decorations, favors, audio visual needs, speakers, entertainment, meals, facilities, program printing, etc.
- Program Book:** Layout and printing of conference program book will be the responsibility of the NVON President. Printing costs will be funded from registration fees.
- Evaluation Form:** NVON President shall develop an evaluation form with help from present Conference Chair. Printing of evaluation form will be the responsibility of the NVON President and included in registration packet. Extra copies are to be placed on the registration table. Host state will tabulate responses and send results to NVON President within thirty (30) days of close of conference. NVON President will share information with the NVON Board and future Conference Chairs. Conference Chair shall retain the evaluation forms until the next conference for possible review if deemed necessary.
- Gifts:** Conference Committee is responsible for providing thank you gifts to presenters and others as deemed necessary and budgeted.
- NVON Logo, Name, etc:** Any use of NVON name, initials or logo must be approved by NVON Executive Committee.
- Newsletter and Web Site:** Conference registration form, hotel registration form, descriptions of workshops, seminars, tours, and other pertinent information available must be in January NVON Newsletter and on the NVON web site. Information for the NVON VISION is due December 1st to President or President-Elect (when applicable) for approval. The NVON Editor shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, and Workshop & Seminar Descriptions) to NVON Webmaster the date it is sent to the printer. Member states are asked to publicize conference information and include registration forms for NVON Conference in their state newsletter. The Conference Host State will receive a pdf of the January Conference Issue to use for promotion. The Host State may request printed copies by January 1<sup>st</sup>. Host State will pay printing and postage cost for requested copies.
- Promotion:** An invitation will be presented at the Conference by the host state for the following year's conference. Check with current Conference Chair for number registered to estimate number of promotion materials/packets to be distributed.
- Reports to NVON:** All conference reports to NVON must be made in writing. The President shall forward copies of this information to NVON Board, Editor, Webmaster, and future

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Conference Chairs.

### **Refunds and Expenses:**

Fees for Registration, Meals and Tours are nonrefundable, BUT are transferable after the late fee date. Before the registration late fee date members can request in writing to the registration chair refunds as stated. Thirty (30) days before late fee date refund 100% of total payment.

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES



**NVON Conference TimeLine**

**State** \_\_\_\_\_ **Date** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Theme:** \_\_\_\_\_

**4 Years Prior to Conference (Example in 2022 the 2026 conference Wisconsin)**

- December**– Conference Chair shall be appointed by the Host State Organization and name and contact information sent to NVON President by December 1st for approval

**3 Years Prior to Conference (Example in 2022 the 2025 conference Illinois)**

- April** - Conference Chair shall use NVON Annual Conference Bid Information Form and send Conference Site Selection recommendations for sites, dates and hotel selection and rates to NVON President by April 1st to seek Executive Committee approval. (Submit a minimum of 2 recommendations)

**3 Years Prior to Conference (Example in 2022 the 2025 conference Illinois)**

- July** - Conference Chair shall announce date and location at Board Meeting and Business Meeting
- August** - Conference Chair shall send Conference Theme to NVON President by August 1st to seek Executive Committee approval. (When upcoming conference falls into a new President’s term – theme is due as soon as President-Elect’s theme is announced)
- September** - Conference Chair shall research tours, speakers and entertainment

**2 Years Prior to Conference (Example in 2022 the 2024 conference North Carolina)**

- July** - Conference Chair shall give update at Board Meeting and extend a short invitation/skit at Business Meeting
- October** - Conference Chair shall use NVON Annual Conference Budget Planner and send NVON President a budget based on past conference records by October 1<sup>st</sup>
- October** - NVON President shall add Conference 2 years out budget to NVON Annual Conference Budget Planner and send to all Conference Chairs by October 15<sup>th</sup>
- November** - Conference Chair shall finalize tours, speakers and entertainment

**Next Upcoming Conference (Example in 2022 the 2023 conference West Virginia)**

- July** - Conference Chair shall give update at Board Meeting and Conference Committee shall extend invitation/skit at Banquet

**Present Conference (Example in 2021 the 2022 conference Indiana)**

- August** - Conference Chair shall send Conference Schedule to NVON President (President -Elect when applicable) that include tours, speakers and entertainment by August 1<sup>st</sup> for approval

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

- August** - Conference Workshop/Seminar Chair shall begin work on securing workshops and seminars
- September** - Conference Chair shall send NVON President a Conference Schedule Draft to preview and be presented at CWC NVON Meeting by September 15th
- September** - NVON President shall update Upcoming Conference budget on NVON Annual Conference Budget Planner and send to all Conference Chairs by September 15th
- October** - Conference Chair shall use NVON Annual Conference Budget Planner to send NVON President (President -Elect when applicable) an updated budget based on immediate past conference records by October 1st
- November** - Conference Workshop/Seminar Chair shall send Conference Chair Workshop/Seminar information with descriptions for Conference Registration
- December** - Conference Chair shall send Registration Form, Registration Information, Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON President (President -Elect when applicable) by December 1<sup>st</sup> for approval

### **Present Conference (Example in 2022 the 2022 conference Indiana)**

- January** - NVON President shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Editor by January 1<sup>st</sup> for VISION
- January** - NVON Editor shall send Registration Form, Registration Information, Conference Schedule and Conference Information (Speakers, Entertainment, Workshop & Seminar Descriptions) to NVON Webmaster the date it is sent to printer for website
- February** - Conference Chair shall send NVON President the names of the Conference Committee for Conference Program by February 1st
- February** - Conference Chair shall send NVON President the names of the persons issuing the Welcome and Greetings at the Opening Session by February 1st
- March** - Conference Chair shall send NVON President the names of two (2) responsible people to serve as Pages during Business Meeting and General Session by March 1st
- March** - Conference Chair shall send NVON President room assignments for Conference Program by March 1<sup>st</sup>
- May** - NVON President shall send a draft of Conference Program to Conference Chair for review.
- June** - NVON President shall send agenda of annual conference (Conference Program) to NVON Board, Advisor and Editor at least thirty (30) days prior to conference.
- July** - Conference Workshop/Seminar Chair shall send Workshop/Seminar presenters number attending their session and room location
- August** - Conference Chair shall complete the NVON Annual Conference Post Summary and send post summary with final conference expense sheet to NVON President within thirty (30) days of close of conference. Proceeds realized by Conference shall be split with fifty percent (50%) going to NVON and fifty percent (50%) remaining with the host state. Proceeds due to NVON should be submitted to NVON Treasurer within thirty (30) days of close of conference. If a deficit occurs, it shall be split with fifty percent (50%) being paid by NVON and fifty percent (50%) being paid by the Host State.
- August** - NVON President shall use the NVON Conference Post Summary to update NVON Annual Conference Budget Planner and send to all Conference Chairs by August 30<sup>th</sup>





## NVON Annual Conference Site Selection Planner

- ◆ Conference Chair shall be appointed by the Host State Organization and approved by NVON President.
- ◆ Dates for annual conference to be selected by the State hosting the Conference and NVON President.
- ◆ Conference Chair shall immediately upon appointment begin investigating and arranging for a conference site, date and hotel rate subject to NVON Executive Committee approval at least two years in advance of the conference.
- ◆ Conference Chair will contact NVON President to seek NVON Executive Committee approval for conference site, date and hotel rate with information and specific details about the suggested site. The site should be easily accessible.
- ◆ Conference Chair will request a contract for the NVON President and Host State President to sign after receiving NVON Executive Committee approval.
- ◆ NVON President and President-Elect (when applicable) will work closely with Conference Chair to plan conference.

### DATA FROM PREVIOUS YEARS—OBTAIN FROM CONFERENCE POST SUMMARY

Date/Year _____ State _____ Room Rate _____ <b>Number of Rooms Booked/Paid</b> First Night # Rooms _____ Second Night # Rooms _____ Third Night # Rooms _____ Fourth Night # Rooms _____ <b>Tour - # attending</b> _____ <b>Tour - # attending</b> _____ <b>Spouse/Friends Tour - # attending</b> _____ <b>Spouse/Friends Tour - # attending</b> _____ <b>Meal Counts</b> Luncheon # _____ Dinner # _____ Luncheon # _____ Banquet # _____ <b>Other Events - # attending</b> _____	Date/Year _____ State _____ Room Rate _____ <b>Number of Rooms Booked/Paid</b> First Night # Rooms _____ Second Night # Rooms _____ Third Night # Rooms _____ Fourth Night # Rooms _____ <b>Tour - # attending</b> _____ <b>Tour - # attending</b> _____ <b>Spouse/Friends Tour - # attending</b> _____ <b>Spouse/Friends Tour - # attending</b> _____ <b>Meal Counts</b> Luncheon # _____ Dinner # _____ Luncheon # _____ Banquet # _____ <b>Other Events - # attending</b> _____
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NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

CONFERENCE YOU ARE HOSTING:

**Room Rates**

Single \_\_\_\_\_ Double \_\_\_\_\_ Triple \_\_\_\_\_ Quad \_\_\_\_\_

**Rooms Reserved**

First Night # Rooms \_\_\_\_\_ Second Night # Rooms \_\_\_\_\_

Third Night # Rooms \_\_\_\_\_ Fourth Night # Rooms \_\_\_\_\_

# of possible complimentary rooms \_\_\_\_\_

Date hotel requires for canceling unused rooms \_\_\_\_\_

**Meal Confirmation Dates**

Meal #1 \_\_\_\_\_

Menu \_\_\_\_\_

Special dietary constraints \_\_\_\_\_

Final confirmation date for Meal \_\_\_\_\_

Meal #2 \_\_\_\_\_

Menu \_\_\_\_\_

Special dietary constraints \_\_\_\_\_

Final confirmation date for Meal \_\_\_\_\_

Meal #3 \_\_\_\_\_

Menu \_\_\_\_\_

Special dietary constraints \_\_\_\_\_

Final confirmation date for Meal \_\_\_\_\_

Meal #4 \_\_\_\_\_

Menu \_\_\_\_\_

Special dietary constraints \_\_\_\_\_

Final confirmation date for Meal \_\_\_\_\_

Meal #5 \_\_\_\_\_

Menu \_\_\_\_\_

Special dietary constraints \_\_\_\_\_

Final confirmation date for Meal \_\_\_\_\_

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

### Conference Schedule/Needs

#### Evening Before

Registration Table (manned)

Break out room for NVON Board Meeting and/or Conference Committee meeting.

#### Day One – State Day

Registration

Break out rooms in the morning – probably 2 for craft workshops and 1 for Board Meeting

9 a.m. – 10:15 a.m. AND 10:30 a.m. – 11:45 a.m.

Locked room – Silent Auction (manned)

Afternoon tour off site

State – Evening Event

#### Day Two – NVON Day

Registration

8:30 a.m. – noon – Opening Session/Business Meeting - large room – seating for voting delegates

Locked room – Silent Auction

State Displays & Trade Show

Lunch with head table and speaker

Break out rooms in the afternoon – probably 5

2:00 p.m. – 3:00 p.m. AND 3:30 p.m. – 4:30 p.m.

Dinner with head table and podium with microphone

#### Day Three– NVON Day

Registration

8:30 a.m. – noon – General Session - large room

Locked room – Silent Auction

State Displays & Trade Show

Lunch with head table and speaker

Break out rooms in the afternoon – probably 5

2:00 p.m. – 3:00 p.m. AND 3:30 p.m. – 4:30 p.m.

Banquet with head table and podium with microphone



## NVON Annual Conference Conference Bid Information

Date of Bid \_\_\_\_\_

Name of Hotel: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Dates Available: \_\_\_\_\_

### Room Rates

Single \_\_\_\_\_ Double \_\_\_\_\_ Triple \_\_\_\_\_ Quad \_\_\_\_\_

Present Accommodation Tax Rate \_\_\_\_\_ Anticipated Tax Increase maximum \_\_\_\_\_

Items available in room i.e coffee pot, iron, refrigerator, microwave, \_\_\_\_\_

**Complimentary Rooms:** (How many per sleeping nights?) Suite? \_\_\_\_\_

**Meeting Rooms:** (Free with how many meals/sleeping rooms?) \_\_\_\_\_

Is there an additional meeting space charge, if so how much? \_\_\_\_\_

**Meals:** (Range of prices - Include tax and gratuity during calculations) \_\_\_\_\_

Can lunch menu be used for evening meals? \_\_\_\_\_

When can meal prices be locked in (a year in advance?) \_\_\_\_\_

Date to confirm meal count: \_\_\_\_\_

Complimentary Breakfast: \_\_\_\_\_

Special dietary constraints: \_\_\_\_\_

Walking distance to restaurants? (for meals other than the planned conference events)

\_\_\_\_\_

**Transportation Logistics:** (airports, trains, shuttle, etc.) \_\_\_\_\_

Cost and times (or schedule) of airport shuttle to hotel: \_\_\_\_\_

Hotel parking fees? \_\_\_\_\_

**Audio Visual Costs:** \_\_\_\_\_

Can equipment be brought in? \_\_\_\_\_

**Area Attractions/Tour Possibilities:** \_\_\_\_\_

(attach additional information: if necessary)

Approximate Costs: \_\_\_\_\_

**Additional Comments about Site:** \_\_\_\_\_



## NVON Annual Conference Budget Planner

<b>Date/Year</b>				
<b>State</b>				
<b>Income</b>				
# Registered				
Registration Fee				
Room Rate				
# of Rooms Booked				

<b>Expenses</b>				
Meeting Rooms/Extras				
Meals Included in Registration				
Sleeping Rooms & Meals for Speakers and/or Presenters				
Speakers/Entertainment				
Registration Supplies				
Postage/Phone				
Printed Programs				
Classes/Workshops				
Audio/Visual				
Publicity/Printing				
Decorations/Favors				
Gifts to Presenters, etc				
State Day/Welcome Reception				
Misc.				
<b>Total</b>				

**Projected Funds:**

$$\begin{array}{r}
 \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\
 \#Participants \text{ Expected} \times \text{Registration Fee} = \text{SubTotal} + \text{Donations} = \text{Projected Funds}
 \end{array}$$



## NVON Annual Conference Conference Chair Planning Sheet

**Conference Dates** – Contact the President to get NVON Executive Committee approval at least two years in advance of the conference. \_\_\_\_\_

**Conference Location** – Contact the President to get NVON Executive Committee approval at least two years in advance of the conference. \_\_\_\_\_

**Site Arrangements Contact Person** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **FAX Number** \_\_\_\_\_

**Conference Theme** - Contact the President to get NVON Executive Committee approval at least one year in advance of the conference. \_\_\_\_\_

**Conference Tour(s)** \_\_\_\_\_

**Spouse/Friends Tour(s)** \_\_\_\_\_

### CONFERENCE COMMITTEES

**Conference Chair shall appoint Conference Committees. Suggested committees are:**

Registration \_\_\_\_\_

Speakers \_\_\_\_\_

Workshops and Seminars \_\_\_\_\_

Hostesses and Facilitators \_\_\_\_\_

ACWW Silent Auction for Pennies for Friendship \_\_\_\_\_

Tours \_\_\_\_\_

Spouse/Friends Tours \_\_\_\_\_

Trade Show \_\_\_\_\_

State Displays \_\_\_\_\_

Table Decorations \_\_\_\_\_

Favors \_\_\_\_\_

Door Prizes \_\_\_\_\_

Host State Sales Table \_\_\_\_\_

Publicity \_\_\_\_\_

Pages \_\_\_\_\_

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

### REGISTRATION

- Registration Chair shall work with Conference Chair to prepare registration form, with approval by NVON Executive Committee, including registration fees and deadline dates.
- Suggested date for registration late fee is thirty (30) days before conference.
- Registration Chair after receiving registrations, will prepare a packet for each registered member to include name tag, meal/workshop/seminar tickets, conference program, list of attendees with addresses and email, minutes, treasurer's report, proposed budget, and other pertinent information on the conference.
- Registration Chair after receiving registrations, will prepare workshop and seminar signs.
- Registration Chair will place original registration form in a book to be available for reference at the registration table. Registration Chair will send registration money to the Host State Organization Treasurer as collected in a timely manner.
- Depending on need, prepare names of those registered for box for door prize drawing.
  
- Committee Chair and Committee members names \_\_\_\_\_
- Location & Times \_\_\_\_\_
- Sign of registration times
- Electricity and/or extension cords
- Tables
- Registration packets
- Gift Bags & Items
- Book with original of all registration forms.
- Stapler and Staple remover
- Pens, pencils, Pads for notes
- Extra Registration forms and name tags
- Scotch tape
- Calculator
- Bulletin Board, Easel, Stick pins, Paper & Pen
- Box to collect Evaluation Forms
- Box of change

### Speakers / Entertainment Committee

- Committee Chair and Committee members names \_\_\_\_\_
- State Day Speaker/Entertainment \_\_\_\_\_
- Luncheon Speaker/Entertainment Day 1 \_\_\_\_\_
- Dinner Speaker/Entertainment Day 1 \_\_\_\_\_
- Luncheon Speaker/Entertainment Day 2 \_\_\_\_\_
- Banquet Speaker/Entertainment Day 2 \_\_\_\_\_
- Info for Registration/Programs
- Bio for Introduction
- Follow-up Reminder
- Note of thanks or gift (monetary or other –check with President for protocol)
- Check voucher for expenses – fee / mileage
- Are any Speakers / Entertainment staying for Meals? \_\_\_\_\_

**NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES**

**Workshops and Seminars Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- Craft Workshops \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Seminars \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Info for Registration/Programs
- Follow-up Reminder
- Reimbursement Voucher
- Thank you

**Hostesses and Facilitators Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- Hostesses to collect workshop/seminar tickets \_\_\_\_\_
- Hostesses to collect meal tickets \_\_\_\_\_
- Give final count of workshop/seminar attendees to Conference Chair \_\_\_\_\_
- Give final count of dinner and lunch attendees to Conference Chair \_\_\_\_\_
- Facilitator will introduce the speaker/read or give resume of speaker
- Facilitator will determine time and end the workshop on time
- Facilitator will present thank you gift to presenter

**ACWW Silent Auction Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- When items are delivered to Conference \_\_\_\_\_
- Where items are delivered to Conference \_\_\_\_\_
- Display items \_\_\_\_\_
- Sheets for bidding and pens or pencils without erasers \_\_\_\_\_
- Opening times \_\_\_\_\_
- Dismantle time \_\_\_\_\_
- Procedure for announcement and delivery of items \_\_\_\_\_
- Report total amount collected \_\_\_\_\_

**Tour Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- Tour 1 \_\_\_\_\_
- Tour 2 \_\_\_\_\_
- Cost of Tours (include meal cost, gratuity, tax and tip in cost) \_\_\_\_\_
- Minimum / Maximum Number \_\_\_\_\_
- Descriptions for Registration \_\_\_\_\_



NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

**Spouse/Friends Tours Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- Spouse/Friends Tour 1 \_\_\_\_\_
- Spouse/Friends Tour 2 \_\_\_\_\_
- Cost of Tours (include meal cost, gratuity, tax and tip in cost) \_\_\_\_\_
- Minimum / Maximum Number \_\_\_\_\_
- Descriptions for Registration \_\_\_\_\_

**Trade Show Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- Vendors \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Vendor Location \_\_\_\_\_
- Vendor Hours \_\_\_\_\_
- Vendor Cost (include tables skirted and use of electricity) \_\_\_\_\_

**State Displays Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- State Displays Location \_\_\_\_\_
- State Displays Setup Time \_\_\_\_\_
- Opening times \_\_\_\_\_
- Dismantle time \_\_\_\_\_

**Table Decorations Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- State Day \_\_\_\_\_
- Luncheon Day 1 \_\_\_\_\_
- Dinner Day 1 \_\_\_\_\_
- Luncheon Day 2 \_\_\_\_\_
- Banquet Day 2 \_\_\_\_\_

**Favors Committee**

- Committee Chair and Committee members names \_\_\_\_\_
- State Day Favor \_\_\_\_\_
- Luncheon Day 1 Favor \_\_\_\_\_
- Dinner Day 1 Favor \_\_\_\_\_
- Luncheon Day 2 Favor \_\_\_\_\_
- Banquet Day 2 Favor \_\_\_\_\_

## NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

### Door Prize Committee

- Committee Chair and Committee members names \_\_\_\_\_
- How many \_\_\_\_\_
- When given out - Inform President for printing in Program \_\_\_\_\_
- Who gives them out \_\_\_\_\_
- Names of attendees in box for drawing-prepared by registration chair \_\_\_\_\_
- Where are they delivered at Conference \_\_\_\_\_

### Host State Sales Table Committee

- Committee Chair and Committee members names \_\_\_\_\_
- Sales table location and setup time \_\_\_\_\_
- Opening times \_\_\_\_\_
- Dismantle time \_\_\_\_\_

### Publicity Committee

- Committee Chair and Committee members names \_\_\_\_\_
- Invitation skit/announcement prior year \_\_\_\_\_
- Invitation flyer \_\_\_\_\_
- Info to states \_\_\_\_\_

### Pages

- Advise President of two (2) people to serve as Pages during Business Meeting and General Session.
- Pages will be responsible for the chair covers, state flags, flag display bar and podium cloth during the Conference.
- Pages will place chair covers on chairs for delegates and flag display bar on head table. At Opening Session and/or Business Meeting state flags will be given to state presidents for presentation and posting on display bar.
- Pages will make sure the podium cover is at the podium at Business Meeting, General Session and all events that have a podium.
- Pages will place flag display bar and flags on head table for the Retiring of Flags Procession.
- Pages will be responsible for returning the above items to the NVON President at the close of the conference.

### Evaluations Forms

- Box for collecting forms
- Place box on Registration Table and/or suitable location.
- Tabulate responses and send results and forms to NVON President within thirty (30) days of close of conference.

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

SUGGESTED CONFERENCE SCHEDULE FOR HOTEL ARRANGEMENTS

**Pre-Conference**

3:00 – 7:30 pm Registration  
7-9 pm NVON Board Meeting

**Day 1**

6:00 – 8:00 a.m. Breakfast  
8:00 – 1:00 p.m. Receive Silent Auction  
8:00 – 1:30 p.m. Registration  
8 am NVON Board Meeting  
9 – 10:15 a.m. Craft Workshops (2)  
10:30 – 11:45 a.m. Craft Workshops (2)  
\_\_\_\_\_ Tour(s)  
\_\_\_\_\_ Silent Auction Open  
\_\_\_\_\_ Welcome Reception

**Day 2**

6:00 – 8:00 a.m. Breakfast  
7:30 – 8:30 a.m. Registration  
7:30 – 8:30 a.m. Silent Auction Open  
7:30 – 8:30 a.m. Set up State Display  
8:30 – 11:30 a.m. NVON Conference Opening Session / Business Meeting  
\_\_\_\_\_ Spouse/Friends Tour  
\_\_\_\_\_ Trade Show  
12:00 - 1:30 p.m. Luncheon  
1:30 -5:00 p.m. Silent Auction Open  
2:00 – 3:00 p.m. Seminars (4 or 5)  
3:30 – 4:30 p.m. Seminars (4 or 5)  
6:30 p.m. Dinner

**Day 3**

6:00 – 8:00 a.m. Breakfast  
7:30 – 8:30 a.m. Registration  
7:30 – 8:30 a.m. Silent Auction Open  
8:30 – noon General Session  
\_\_\_\_\_ Spouse/Friends Tour  
\_\_\_\_\_ Trade Show  
12:30 – 1:30 p.m. Luncheon  
1:30 -2:00 p.m. Silent Auction Open  
2:00 p.m. Silent Auction Closes  
2:00 – 3:00 p.m. Seminars (4 or 5)  
3:30 – 4:30 p.m. Seminars (4 or 5)  
6:30 p.m. Dinner - Banquet

**NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES**

**Hotel Arrangements for Meals**

- Estimated attendance \_\_\_\_\_
- How many per table \_\_\_\_\_
- Table cloths (colors) \_\_\_\_\_
- Napkins (colors) \_\_\_\_\_
- Centerpieces Options \_\_\_\_\_
- Place “Reserved” signs (clearly visible) \_\_\_\_\_

**Head table for Meals – Contact NVON President for Suggested Seating**

- How many people \_\_\_\_\_
- Podium - Table or stand alone, location \_\_\_\_\_
- Microphone \_\_\_\_\_
- Meal #1 \_\_\_\_\_
- Who \_\_\_\_\_
- Place cards or seating arrangement \_\_\_\_\_
- Meal #2 \_\_\_\_\_
- Who \_\_\_\_\_
- Place cards or seating arrangement \_\_\_\_\_
- Meal #3 \_\_\_\_\_
- Who \_\_\_\_\_
- Place cards or seating arrangement \_\_\_\_\_
- Meal #4 \_\_\_\_\_
- Who \_\_\_\_\_
- Place cards or seating arrangement \_\_\_\_\_

**Hotel Arrangements for Opening/Business/General Sessions**

- Estimated attendance \_\_\_\_\_
- How many at head table \_\_\_\_\_
- United States of America Flag \_\_\_\_\_
- Podium - Table or stand alone, location \_\_\_\_\_
- Microphone \_\_\_\_\_
- Voting Delegate Seating (when needed) \_\_\_\_\_



**National Volunteer Outreach Network, Inc.  
NVON Conference  
Speakers / Entertainment**

**Sample Letter for Speakers outside of NVON**

**DO NOT FILL IN BLANKS**

Date \_\_\_\_\_

Dear \_\_\_\_\_ ,

Speaker/Entertainment (Name) \_\_\_\_\_ (Title) \_\_\_\_\_

Thank you for agreeing to be a part of our National Volunteer Outreach Network, Inc. Annual Conference at the \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_. \_\_\_\_\_ (Name of State Organization hosting) is coordinating this conference.

You have been scheduled to Entertain/Speak on \_\_\_\_\_ starting at \_\_\_\_\_. We would like you to keep to a time of about \_\_\_\_\_. Monetary compensation of \_\_\_\_\_ will be given when you finish.

Do you have any special set up needs? \_\_\_\_\_

Do you need a meal ticket? \_\_\_\_\_ How many? \_\_\_\_\_

We are making plans for our Registration Form and Publicity. We need this form filled out as soon as possible and/or agreed upon so we can go to print. We will need a digital PHOTO and a PARAGRAPH description of your program when you sign and return this form.

Thanks again for being a part of our NVON Conference. Please contact me if I can be of further assistance.

Sincerely,



## NVON Annual Conference Presenter Information

Please return this form to: \_\_\_\_\_

By: \_\_\_\_\_

**Contact**

Person/Presenter: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ EMail: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

Title of Workshop/Seminar: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Cost \_\_\_\_\_

Attendance:      Maximum: \_\_\_\_\_      Minimum: \_\_\_\_\_

Please indicate if you will need any of the following:

Table(s) \_\_\_\_\_ Wall Space \_\_\_\_\_ Chairs \_\_\_\_\_ Electricity \_\_\_\_\_

AV equipment: (list) \_\_\_\_\_

Other: \_\_\_\_\_

Seating arrangement:      Theater Style \_\_\_\_\_      Classroom Style \_\_\_\_\_

\_\_\_\_\_ I will furnish my own display, AV equipment, supplies, etc. Please let us know what you will be bringing so we may assign proper space. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Page 2

Please state the day \_\_\_\_\_ and time slot \_\_\_\_\_ you prefer.

Please write a bio about yourself for the person introducing you.

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Signature \_\_\_\_\_ Date \_\_\_\_\_



## NVON Annual Conference

**Sample Presenter Letter to be used for anyone within the organization.**

**Compose a different letter for anyone outside of NVON.**

### **DO NOT FILL IN BLANKS**

Date \_\_\_\_\_

Dear \_\_\_\_\_

Thank you for agreeing to do a (presentation/workshop/seminar) at the National Volunteer Outreach Network, Inc. annual conference at the \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_. We appreciate it very much.

You are scheduled for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for your (presentation/workshop/seminar) titled \_\_\_\_\_.

Please send a brief introduction by \_\_\_\_\_.

We will print up to five pages if you will send your material by \_\_\_\_\_. At this date we have \_\_\_\_\_ registered for the conference. Your session will hold up to \_\_\_\_\_.

According to information already received you have requested the following equipment for your (presentation/workshop/seminar):

If there are any changes, please contact me.

I look forward to seeing you in \_\_\_\_\_

Sincerely,  
(Conference Chairman or Workshop/Seminar Chairman)

Make a note if they will be receiving a meal ticket, expenses or other honorarium





## Sample Presenter Information Card

**HOSTESS:** Cheryl Stewart

**DAY/TIME:** Thurs, July 20, 3:30 p.m.

**ROOM:** 104

**SPEAKER:** Jason Pederson (pronounced Peterson, I think)

**PROGRAM:** On Guard: Avoiding Scams and Scam Artists

**HELLO MY NAME IS:** Cheryl Stewart and on behalf of the NVON Planning Committee welcome to Arkansas and Hot Springs.

**THIS PROGRAM IS ABOUT:** avoiding scams and scam artists.

**I'M PLEASED TO INTRODUCE:** Jason Pederson who is the consumer affairs reporter for television station KATV in Little Rock. He works with a staff of volunteers to help Arkansans understand their rights as consumers so they do not fall victim to dishonest business schemes. Jason was raised in Wisconsin and received his BA in Broadcast Journalism from the University of Wisconsin at River Falls. His career in Arkansas journalism began in E1 Dorado, Arkansas, in 1993 and two years later he moved to Little Rock.

**PLEASE WELCOME:** Jason Pederson.

**AT 4:30 SAY:** "THANK YOU JASON FOR A GREAT PROGRAM" and hand him the gift.

**SPECIAL EQUIPMENT NEEDS:** VCR/DVD

**NVON SILENT AUCTION**

# \_\_\_\_\_  
Item: \_\_\_\_\_  
Minimum Bid: \$ \_\_\_\_\_  
Donor (optional): \_\_\_\_\_  
State (optional): \_\_\_\_\_

**BIDS MUST BE RAISED  
BY ONE DOLLAR OR MORE**

Amount	Name	State	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**NVON SILENT AUCTION**

# \_\_\_\_\_  
Item: \_\_\_\_\_  
Minimum Bid: \$ \_\_\_\_\_  
Donor (optional): \_\_\_\_\_  
State (optional): \_\_\_\_\_

**BIDS MUST BE RAISED  
BY ONE DOLLAR OR MORE**

Amount	Name	State	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

**NVON SILENT AUCTION**

# \_\_\_\_\_

Item: \_\_\_\_\_

Minimum Bid: \$ \_\_\_\_\_

**BIDS MUST BE RAISED  
BY ONE DOLLAR OR MORE**

Bid \$ Amount	Bidder #	Phone
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

**NVON SILENT AUCTION**

# \_\_\_\_\_

Item: \_\_\_\_\_

Minimum Bid: \$ \_\_\_\_\_

**BIDS MUST BE RAISED  
BY ONE DOLLAR OR MORE**

Bid \$ Amount	Bidder #	Phone
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____



## NVON Annual Conference Post Summary

Conference Chair shall send records including evaluation forms, signed vouchers with receipts, proposed budget and post summary with final conference expense sheet to NVON President within thirty (30) days of close of conference.

Conference Dates \_\_\_\_\_

Conference Location \_\_\_\_\_

**Lodging**

Room Rate including tax: \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_ Triple \_\_\_\_\_ Quad

Number of Rooms Booked/Paid

First Night # Rooms \_\_\_\_\_ Second Night # Rooms \_\_\_\_\_

Third Night # Rooms \_\_\_\_\_ Fourth Night # Rooms \_\_\_\_\_

**Registration:** Number \_\_\_\_\_ full time @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Number \_\_\_\_\_ part time @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Number paid registrations: \_\_\_\_\_

Number of comp registrations: \_\_\_\_\_

**Total Number Registrations:** \_\_\_\_\_

**Total Registration Money Received** \$ \_\_\_\_\_

**Attendance Break down by State**

Arkansas \_\_\_\_\_, Illinois \_\_\_\_\_, Indiana \_\_\_\_\_, Kentucky \_\_\_\_\_, Michigan \_\_\_\_\_,  
 North Carolina \_\_\_\_\_, South Carolina \_\_\_\_\_, West Virginia \_\_\_\_\_, Wisconsin \_\_\_\_\_,  
 Other \_\_\_\_\_

Number of: 1st Timers \_\_\_\_\_ Guests \_\_\_\_\_ Members \_\_\_\_\_

**OTHER INCOME (LIST IF ANY)** \$ \_\_\_\_\_

**DONATIONS (LIST, IF ANY)** \$ \_\_\_\_\_

**TOTAL MONEY RECEIVED** \$ \_\_\_\_\_

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

Meals (list) including tax and gratuity

Reception \_\_\_\_\_ meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

First Lunch \_\_\_\_\_ meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Second Lunch \_\_\_\_\_ meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

First Dinner \_\_\_\_\_ meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Second Dinner \_\_\_\_\_ meals @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Expense for Meals \$ \_\_\_\_\_

Conference Tours

Tour \_\_\_\_\_

Number attending \_\_\_\_\_ Amount Collected \_\_\_\_\_

Cost per Person \_\_\_\_\_ Total Cost Paid \_\_\_\_\_ Net \$ \_\_\_\_\_

Tour \_\_\_\_\_

Number attending \_\_\_\_\_ Amount Collected \_\_\_\_\_

Cost per Person \_\_\_\_\_ Total Cost Paid \_\_\_\_\_ Net \$ \_\_\_\_\_

Spouse/Friends Tour \_\_\_\_\_

Number attending \_\_\_\_\_ Amount Collected \_\_\_\_\_

Cost per Person \_\_\_\_\_ Total Cost Paid \_\_\_\_\_ Net \$ \_\_\_\_\_

Spouse/Friends Tour \_\_\_\_\_

Number attending \_\_\_\_\_ Amount Collected \_\_\_\_\_

Cost per Person \_\_\_\_\_ Total Cost Paid \_\_\_\_\_ Net \$ \_\_\_\_\_

Total for tours Net \$ \_\_\_\_\_

Trade Show: Number of booths \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Workshops/Seminars (details listed separately)

Total Money Received \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

Net \$ \_\_\_\_\_

Speakers/Entertainment Expenses (details listed separately) \$ \_\_\_\_\_

Hotel and Audio-Visual Expenses (details listed separately) \$ \_\_\_\_\_

Other Conference Expenses (details listed separately) \$ \_\_\_\_\_

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

**Workshops/Seminars (list only those with expenses)**

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ @\$ \_\_\_\_\_

Total Collected \$ \_\_\_\_\_ Cost Reimbursed \$ \_\_\_\_\_ Net \$ \_\_\_\_\_

**Total Net \$ \_\_\_\_\_**

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

**Speaker/Entertainment (list only those with expenses)**

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

Name \_\_\_\_\_  
Fee \$ \_\_\_\_\_ Travel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meal \$ \_\_\_\_\_  
Gift \$ \_\_\_\_\_ **Total \$** \_\_\_\_\_

**Total Speaker/Entertainment Expenses \$** \_\_\_\_\_

NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES

**Hotel and Expenses**

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

**Total Cost \$** \_\_\_\_\_

**Audio Visual Expenses**

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

Item \_\_\_\_\_ Cost \$ \_\_\_\_\_

**Total Cost \$** \_\_\_\_\_

**Total Hotel and Audio-Visual Expenses \$** \_\_\_\_\_



**NATIONAL VOLUNTEER OUTREACH NETWORK CONFERENCE GUIDELINES**

**Other Conference Expenses**

Registration Supplies (list separately) \$ \_\_\_\_\_

Postage/Phone \$ \_\_\_\_\_

Printed Programs \$ \_\_\_\_\_

Publicity/Printing (list separately) \$ \_\_\_\_\_

Decorations/Favors (list separately) \$ \_\_\_\_\_

Misc (list separately) \$ \_\_\_\_\_

**Total other expenses \$ \_\_\_\_\_**



## NVON Annual Conference Final Conference Expenses

<b>Date/Year</b>	
<b>State</b>	
# Registered	
Room Rate including tax	
# of Rooms Booked	
Registration Fee	
<b>Income</b>	
Registration	
Tours	
Workshops	
Donations	
Other Income: Vendors, Raffles, etc.	
<b>Total Income</b>	

<b>Expenses</b>	
Meeting Rooms/Extras	
Meals Included in Registration	
Sleeping Rooms & Meals for Speakers and/or Presenters	
Speakers/Entertainment	
Registration Supplies	
Postage/Phone	
Printed Programs	
Classes/Workshops	
Audio/Visual	
Publicity/Printing	
Decorations/Favors	
Gifts to Presenters, etc	
State Day/Welcome Reception	
Misc.	
<b>Total Expenses</b>	
<b>Proceeds / Deficit</b>	
<b>NVON Income sent to NVON Treasurer</b>	

**Summary of Evaluation Forms and Other Comments**