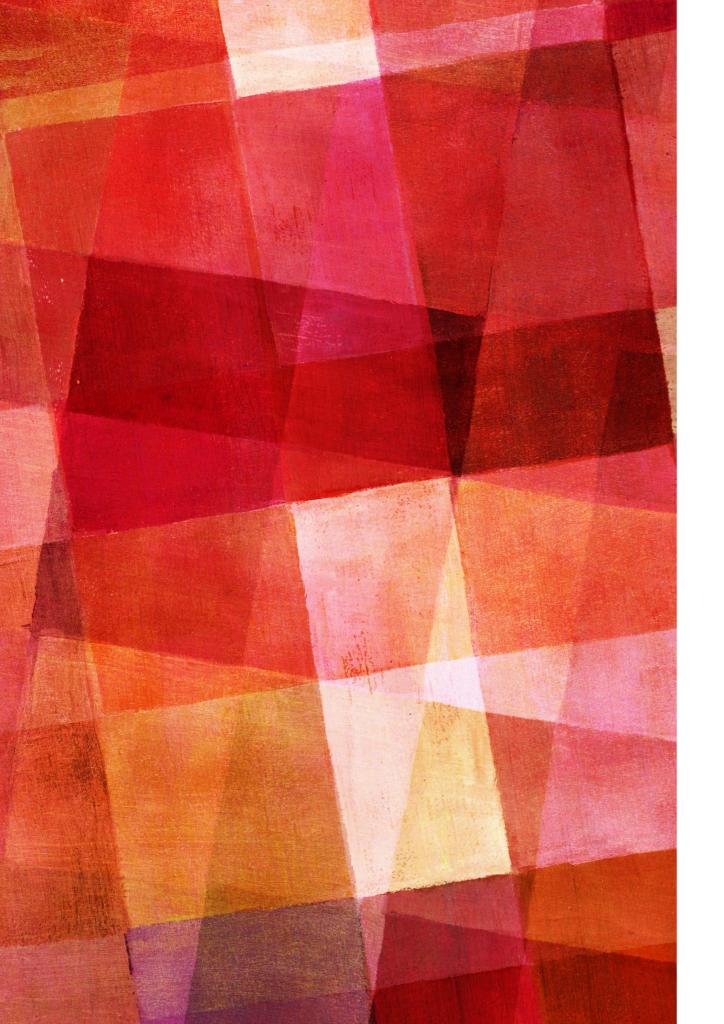


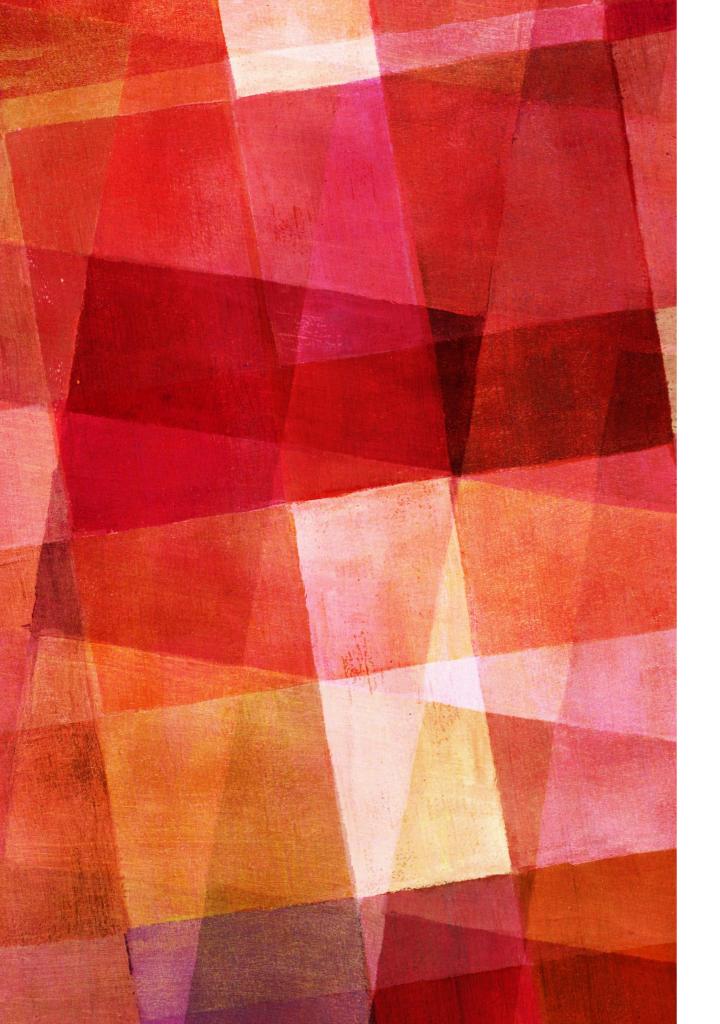
HOW TO MAKE THE MOST OF YOUR GIA BUDGET

Katie Richey, Treasurer JETAA Portland



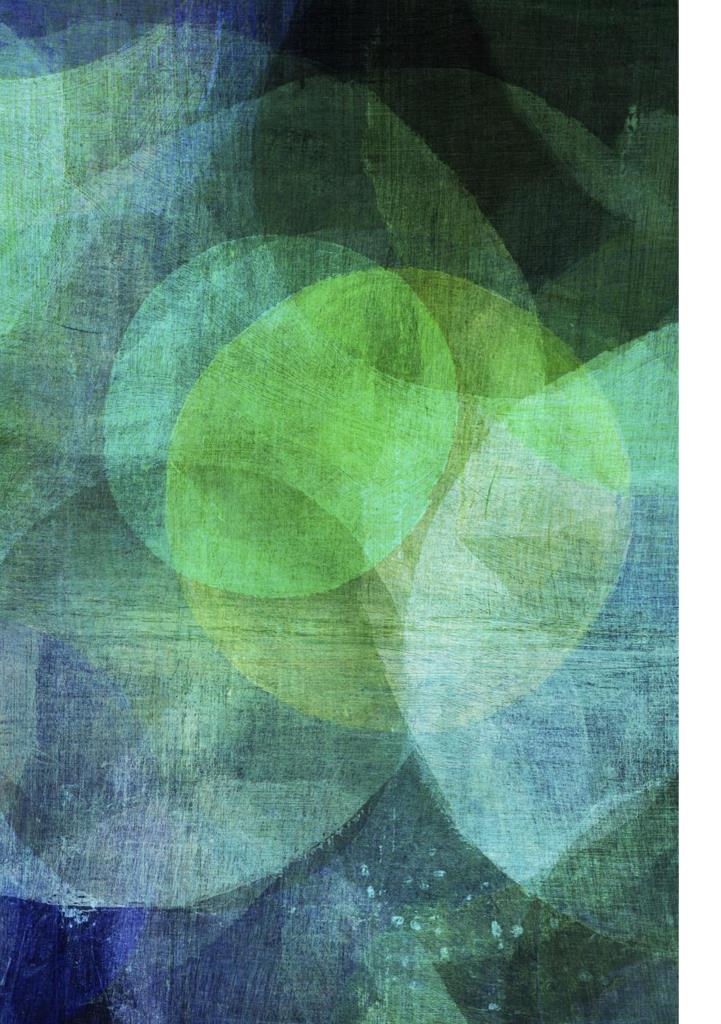
COST-SHARING

- ➤ CLAIR-funded events cannot be fully covered by CLAIR. No golden ratio, but there must be cost-sharing with attendees.
- Collect cash on day of event, or prepayment through PayPal
- ➤ If someone only has a card at the event to pay
 - Mobile card reader: PayPal Here, Square
 - Hidden page on website with PayPal link



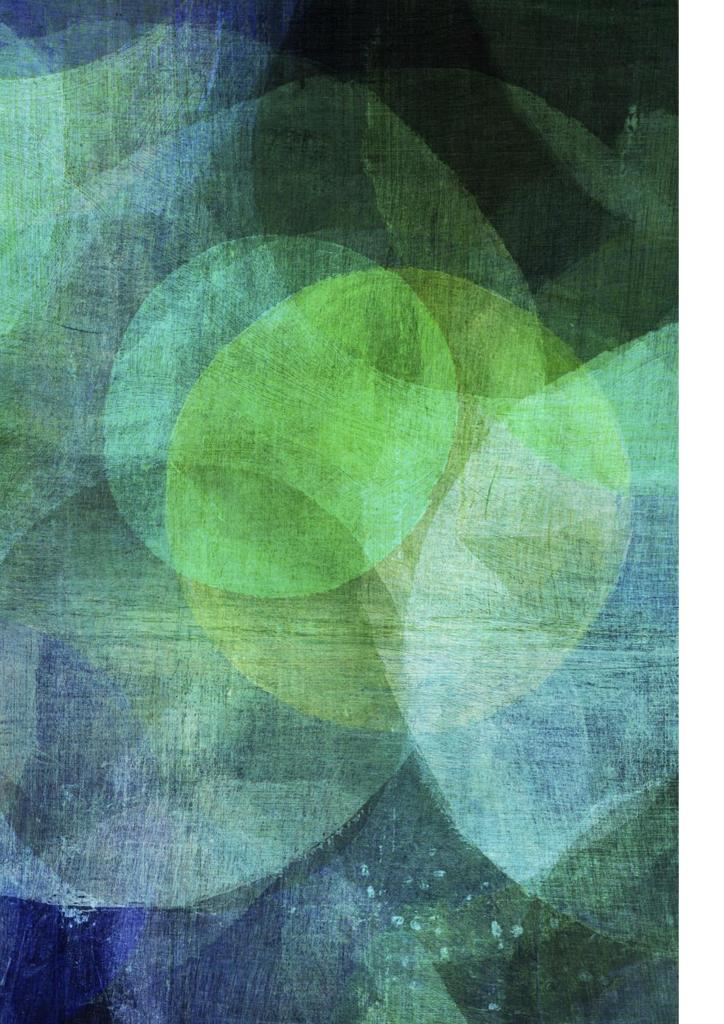
COST-SHARING

- ➤ Large ticketed events
 - ➤ Limited number of attendees
 - ➤ Drink tickets
- ➤ Small, regular events
 - ➤ Number of attendees varies



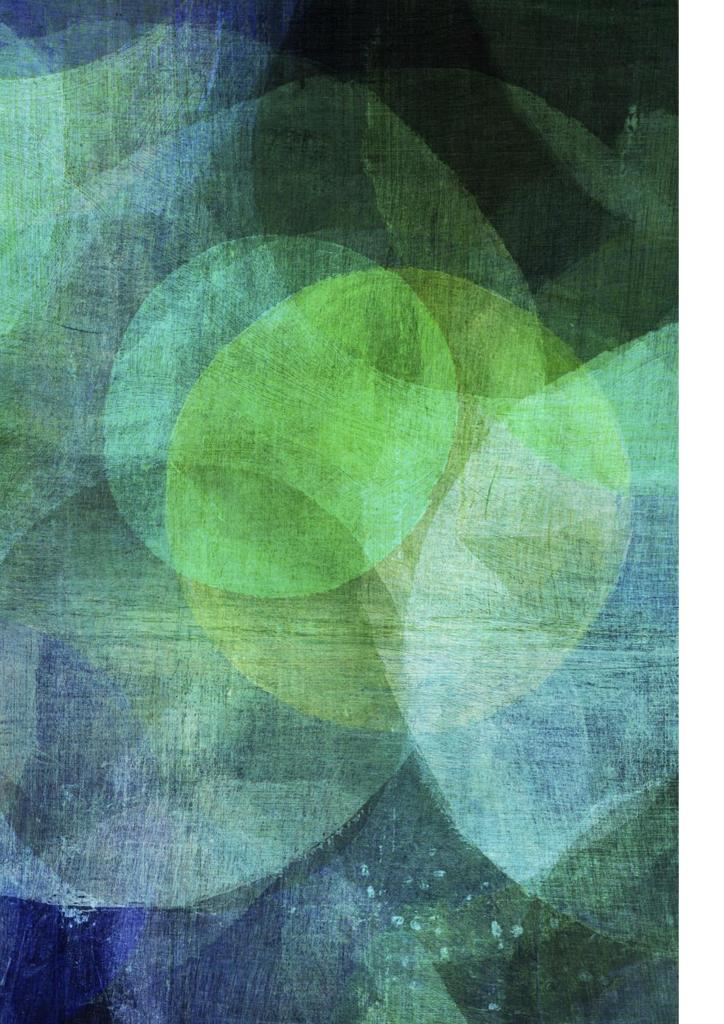
WAYS TO STRETCH FUNDS

- ➤ Donated items
 - ➤ Food or ingredients
 - ➤ Prizes
 - ➤ Send thank you card/email



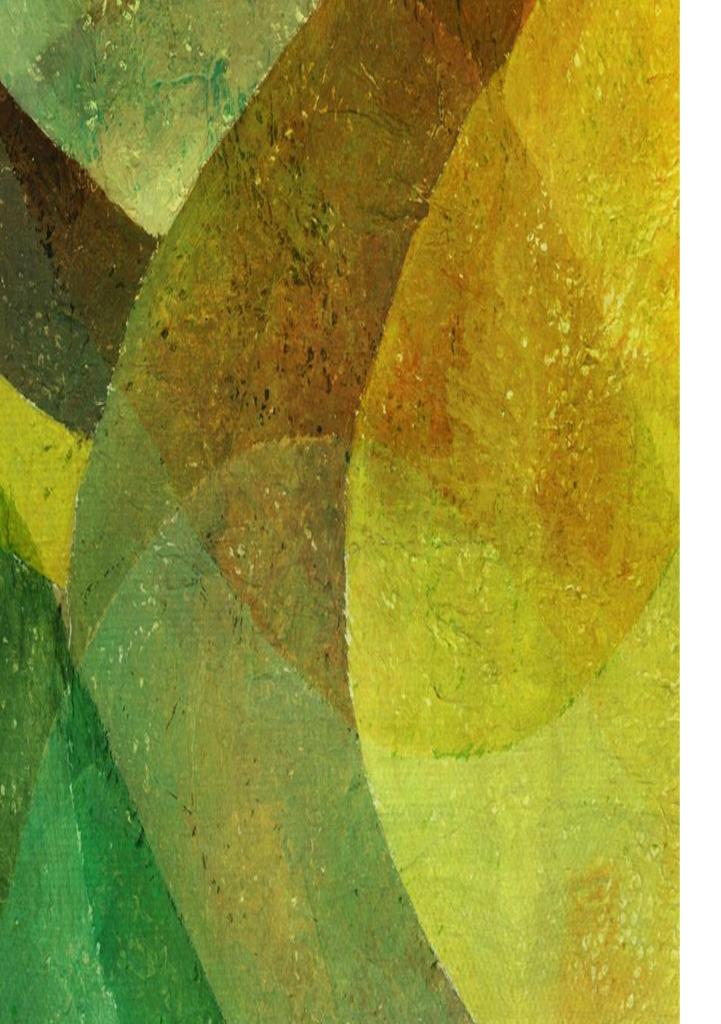
WAYS TO STRETCH FUNDS

- ➤ Free or discounted event space
 - ➤ Alumni homes
 - ➤ Friends of JET
 - ➤ Local community groups
 - ➤ Send thank you card/email

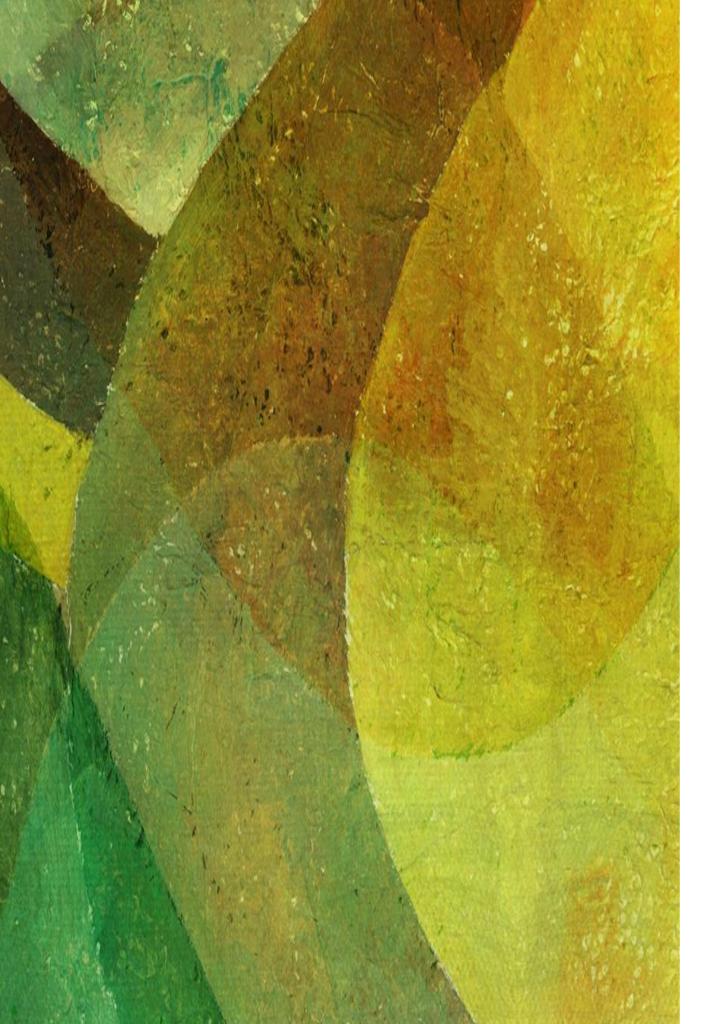


WAYS TO STRETCH FUNDS

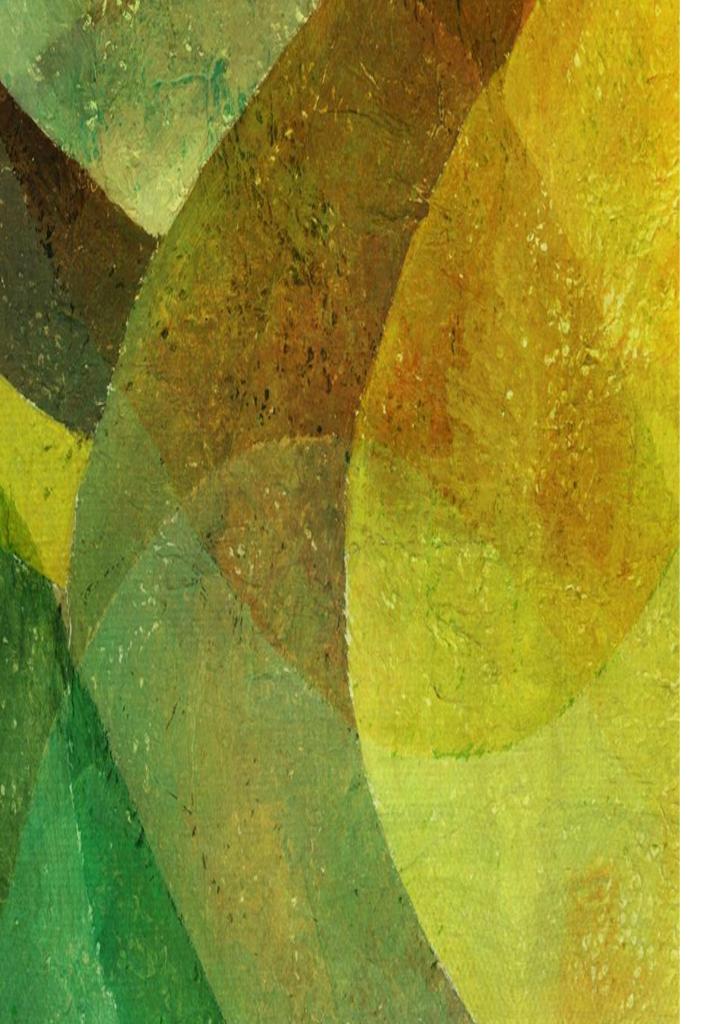
- ➤ Hold MOFA and CLAIR events together
 - ➤ Adds value to events
 - ➤ MOFA funds for chapter meeting food used to buy food shared at CLAIR event
 - ➤ Keep receipts separate!



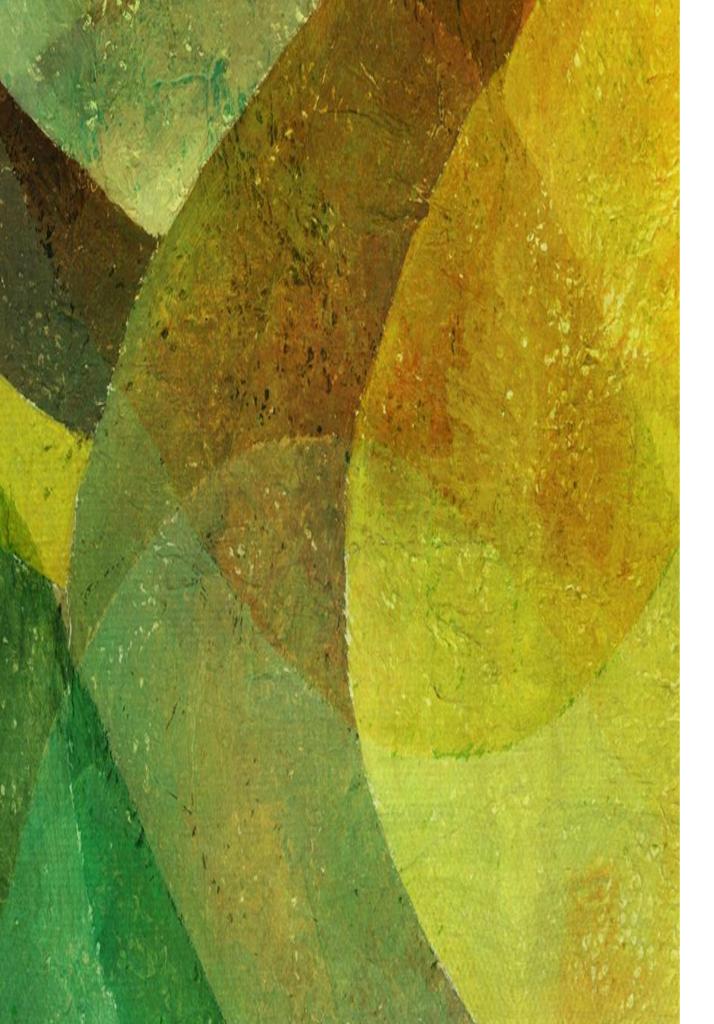
- NatCon travel budget varies each year depending on location
- Regional Conference may or may not be held
- ➤ Cancelled chapter event
 - Increase budget for other scheduled event
 - ➤ Create a new event
 - ➤ Form 4 use to add new events



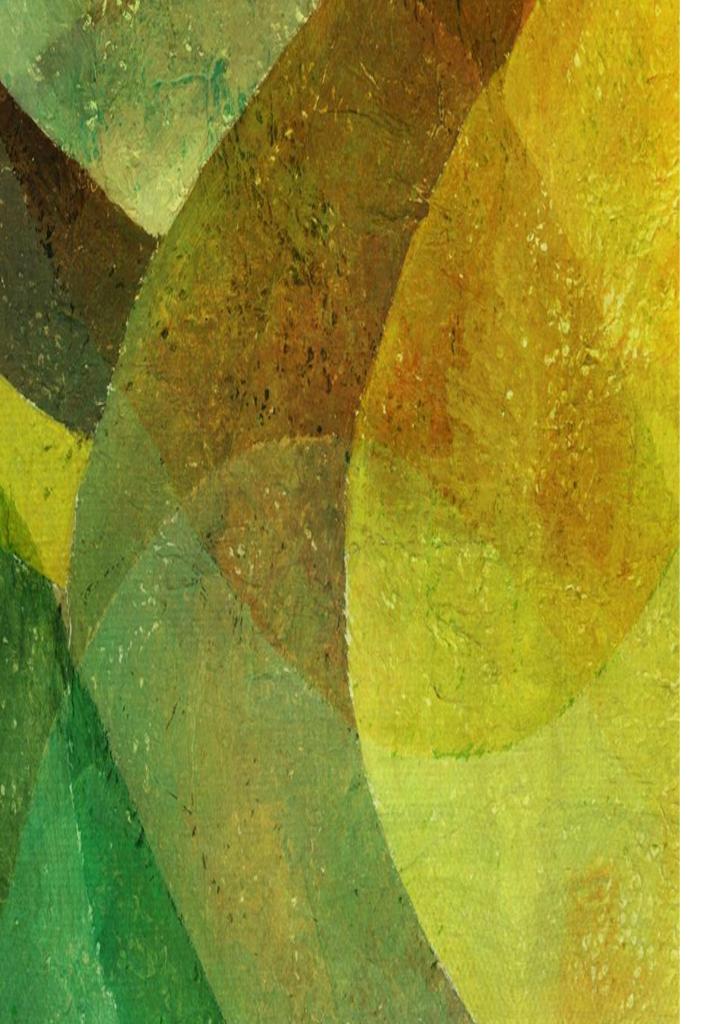
- ➤ Basic GiA
- ➤ Office Supplies
 - ➤ checks
 - ▶ deposit stamp
 - ➤ organizer box
 - ➤ envelopes
 - ▶ binders
 - ▶ paper
 - ▶ pens
 - ➤ printer ink
 - ➤ thank you/holiday cards
 - ➤ calculator
 - ➤ postage
 - ➤ label maker
 - ➤ return address stamp (Consulate or PO Box)



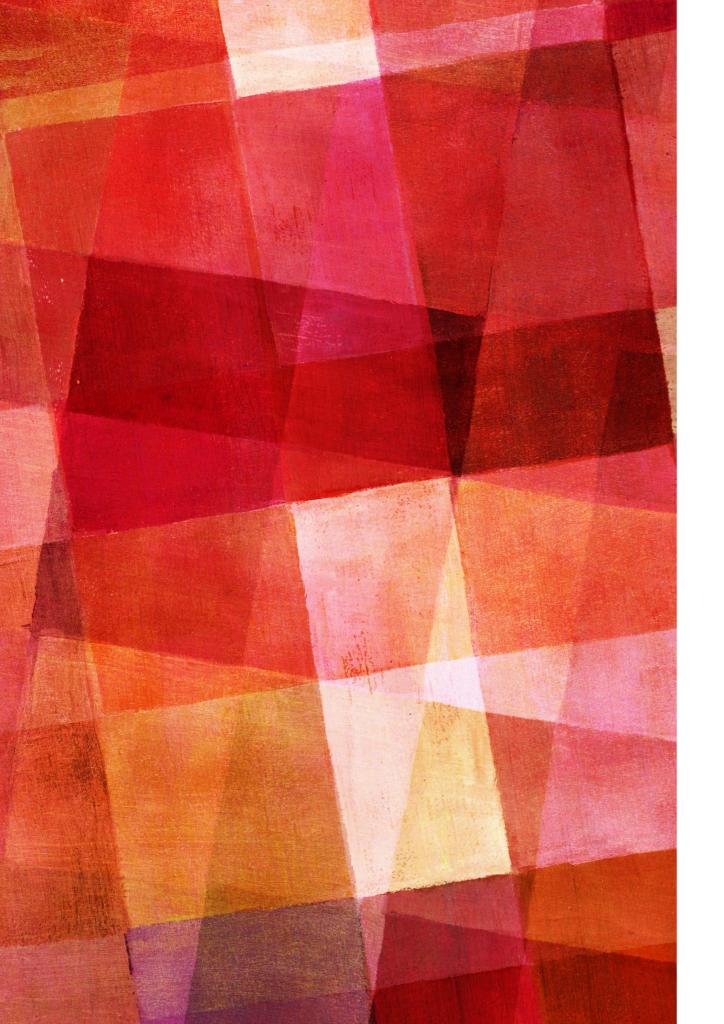
- ➤ Basic GiA
- ➤ Event Supplies
 - Decorations, cups, plates, napkins, plasticware, etc., plastic storage bin
 - ➤ BBQ grill
 - ➤ Cooler
 - ➤ Games
 - ➤ Prizes
 - ➤ Gift cards



- ➤ Basic GiA
- ➤ Chapter Branded Gear
 - ➤ Business cards
 - ➤ Chapter banner/sign
 - ➤ Blank cards with logo
 - ➤ Happi
- ➤ Branded Swag
 - ➤ Stickers
 - ➤ Eco bags
 - ➤ Towels
 - ➤ T-shirts
 - ➤ Pens
 - ➤ Other practical or Japanese items



- ➤ Basic GiA
- ➤ Electronic equipment
 - ➤ Tablet
 - ➤ Laptop
 - ➤ Thumb drives
 - ➤ Camera
 - ➤ Memory cards



DISCUSSIONS ABOUT MONEY

- ➤ Everyone has an opinion
- ➤ Ultimately, you are in charge
- ➤ Don't take things personally
- ➤ Be transparent with fellow officers
- ➤ Reply tactfully; assume the best intentions are there
- ➤ If you feel unsure, contact a fellow Treasurer for advice
- Country Reps, CLAIR, Consulate