



# 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!





# WAYS TO SPEND FUNDS

---

- 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





# WAYS TO SPEND FUNDS

---

- 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)





# WAYS TO SPEND FUNDS

---

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





# WAYS TO SPEND FUNDS

---

- ▶ 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





# WAYS TO SPEND FUNDS

---

- 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