

**COLLEGE OF FORESTRY  
OUTREACH EDUCATION EVENT BUDGET**

INDEX \_\_\_\_\_

<b>EVENT LEADER</b>		<b>EVENT DATES</b>				
<b>EVENT TITLE</b>						
<b>A-1. SALARIES:</b>	<b>INSTRUCTORS</b>	<b>FTE or Index</b>	<b>AMOUNT</b>	<b>OPE%</b>	<b>OPE AMT.</b>	<b>TOTAL</b>
1.						
2.						
<b>A-2. INSTRUCTORS FEES:</b>						
3.						
4.						
<b>A-3. PROFESSIONAL ENHANCEMENT:</b>						
5.						
6.						
<b>TOTAL</b>						
<b>B. HONORARIA Number</b> _____						
<b>C. EVENT EXPENSES (Worksheet attached)</b>						
1. Travel		_____				
2. Facilities/Audio Visual		_____				
3. Supplies		_____				
4. Printing		_____				
5. Catering		_____				
6. Lodging		_____				
7. Other		_____				
<b>Event Expenses SubTotal</b>						
<b>D. COURSE DEVELOPMENT</b> _____						
<b>TOTAL DIRECT COSTS</b>						
<b>E. COF OUTREACH EDUCATION OFFICE FEE (from schedule):</b> _____						
<b>F. COF Processing Fee (\$10/participant):</b> _____						
<b>G. STATE LEVY (8% TDC):</b> _____						
<b>TOTAL EVENT BUDGET</b>						
<b>H. MINIMUM FEE:</b>						
Number of Participants		_____	#DIV/0!			
<b>TOTAL PROJECTED REVENUE</b>						
<b>J. NOTES:</b> Honoraria to OSU employees to be paid, not as salary or overload, but as a deposit to individual development accounts.						
<b>Submitted by:</b>			<b>Approval:</b>			
1.	_____	_____	3.	_____	_____	_____
	Event Leader	Date		Department Head	Date	
			4.	_____	_____	_____
				Accounting Supervisor	Date	
2.	_____	_____	5.	_____	_____	_____
	Director of Outreach Ed	Date		Director of College Services	Date	

This agreement is deemed as a contract for services between the Event Leader and the Outreach Education Office. The Outreach Education Office will execute the specifics of this agreement based on the Index and budget established here within. Any changes in funding or requirements as indicated in this agreement must be agreed upon by both parties.

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**OTHER EVENT EXPENSES WORKSHEET**

This side must be developed in conjunction with the Forestry Outreach Education Office

**1. TRAVEL**

Speaker Expenses					<b>Total</b>
Motor Pool: Days	_____	Number of Vans	_____	Cost per Van	_____
Cost per Mile	_____	Est. Number of Miles	_____	Cost per Mile	_____
Bus Rental	_____				_____
					<b>Subtotal</b>

**2. FACILITIES/AUDIO-VISUAL**

		<b># of Days</b>			
Room Rental	_____	_____	Cost per day	_____	_____
Equipment Rental	_____	_____	Cost per day	_____	_____
Microlab Rental	_____	_____	Cost per day	_____	_____
A/V Operator	_____	_____	Cost per day	_____	_____
					<b>Subtotal</b>

**3. SUPPLIES**

		<b>Quantity</b>			
Binders & Type	_____	_____	Cost per unit	_____	_____
Paper & Type	_____	_____	Cost per unit	_____	_____
Textbooks	_____	_____	Cost per unit	_____	_____
Nametags	_____	_____	Cost per unit	_____	_____
Equipment	_____	_____	Cost per unit	_____	_____
Speaker Gifts	_____	_____	Cost per unit	_____	_____
Other Supplies	_____	_____	Cost per unit	_____	_____
					<b>Subtotal</b>

**4. PRINTING**

		<b>Copies</b>			
Handouts: Pages	_____	_____	Cost per copy	_____	_____
Brochure: Type	_____	_____	Cost per copy	_____	_____
Other Printing	_____				_____
					<b>Subtotal</b>

**5. CATERING**

		<b>Participants</b>			
Lunches	No. of: _____	_____	Cost per meal	_____	_____
Dinners	No. of: _____	_____	Cost per meal	_____	_____
Box Lunches	No. of: _____	_____	Cost per meal	_____	_____
Social Hours	_____				_____
Field Trip Refreshments	_____				_____
Coffee Breaks	No. _____				_____
Coffee	_____	Gallons _____	Cost per gal.	_____	_____
Tea	_____	Gallons _____	Cost per gal.	_____	_____
Cold Drinks	_____	Gallons _____	Cost per gal.	_____	_____
Breaks	_____		Cost per brk.	_____	_____
Snacks	_____				_____
Coffee Coop	_____				_____
Full Board: No. Days	_____		Cost per meal	_____	_____
					<b>Subtotal</b>

**6. Room and Board**

		<b>Participants</b>			
Number of Nights	_____	_____	Cost per night	_____	_____
Number of Nights	_____	_____	Cost per night	_____	_____
					<b>Subtotal</b>

**7. OTHER**

Mailing Expense	_____				_____
Telephone	_____				_____
Parking Permits	_____				_____
Signs	_____				_____
Credit Costs	_____				_____
Miscellaneous	_____				_____
					<b>Subtotal</b>