In theory, the assessment should be calculated to pay in full the costs of conclave minus the registration fees, contribution from national, and sponsorships. Since the number of attendees therefore the registration monies and the sponsorships are usually estimates, and very difficult estimates so many years in advance, the assessment should really be calculated on very conservative numbers for both.

Also, in reviewing the past conclaves, the costs per attendee vary between $500-700 per person.

***Example:***

Cost of Conclave $500/person

Estimated Attendees 500 persons

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Registration Fees 2016 $225/person x 500 persons $112,500

National Contribution $6000 6000

­­­Sponsorship (goal--$50,000)

Souvenir Booklet ?

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $118,500 Revenue

Gap for Assessment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $131,500 Gap

If Assess for 10 years then need $13,150 per year.

Divide by number of members for the annual assessment number.

***Issues to consider:***

1. Newer members often do not want to be assessed the full amount while older members do not want to be assessed for a conclave they may not attend.

2. Some chapters calculate a total amount to be paid over the 7-10 years then that amount can be paid in installments.

3. Some chapters start with a lower annual amount that escalates over the years to higher amounts.

4. Some chapters assess active and emeritus and members at large at the same amounts or variable amounts.

***Examples of Past Host Chapter Assessments:***

***Ex. A*** In a 40 member chapter, the assessment was the following--$5600.

 10 years, $250 per member

 8 years, $300 per member

 6 years, $350 per member

 4 years, $400 per member

 then $600 per member until the last year $1200 per member.

\* New members did not play “catch up.” Emeritus members paid $50-100/year throughtout.

***Ex. B*** In a 20-25 member chapter, the assessment was the following—$10,000.

 $1000 per year for 10 years.

\*New member did catch up so that the total paid was $10,000.

***Ex. C*** In a 30 member chapter, the assessment was the following--$5000.

 $5000 total paid in installments over 5-7 years.

\*New members paid same total amount as did emeritus members.

***If sponsorship dollars were raised, they usually deflected the effects of inflation during the planning years, miscalucations in the budget, or cost of higher than expected attendance numbers.***

***Ex. D*** In a chapter of 40 GFs

--$90,000 in treasury from GF Assessments (on average $300 per GF for approximately 7 years)

--$28,000 from Ad Book sales

--$2,000 from National

--$97,000 from Registration Fees

--$240,000 from underwriting, about ⅔ from outside folks and ⅓ from GF companies/spouse companies

--518 GF and 259 BF for a total of 777.

--Expenses totaled $460,000 approximately.

-- Importantly, we budgeted for 850 people, so we ended up being "on budget" - fewer people actually registered than we projected but we spent more on decor, audio-visual, signage, registration.  Also importantly, we negotiated $25,000 reduction in the end from the hotel for certain mistakes they made - electricity not on for our Friday night party for the lighting we were going to use, and a couple of other things.