

**Convention & Related Fund Raising Information for
Delta Theta Phi Professional Law Fraternity's
Biennial Convention & Leadership Conference**

**July 30-August 2, 2009
Phoenix, AZ * The Arizona Biltmore**

Table of Contents

Introduction	2
Schedule of Events	3
Costs of Convention	5
How to Raise and/or Save Money for the Convention	6
How to Distribute the Money Raised	7
Keys to Success.....	8
Appendixes.....	10
<i>Sample Letter for Corporate Sponsors</i>	
<i>Sample Letter for Alumni Sponsorship</i>	
<i>Sample introduction for Student Bar Association or School of Law petition</i>	
<i>Sample Thank you letter/note</i>	
<i>Leadership Conference Learning Objectives</i>	
<i>Convention Cost Estimator</i>	

Introduction

The Delta Theta Phi Law Fraternity Biennial Convention and Leadership Conference will be held in Phoenix, Arizona this summer. This document is a supplement to the Convention Syllabus and related Syllabus in a Nutshell.

Why should you attend the Biennial Convention and Leadership Conference?

- Celebration of Brotherhood & Sisterhood
- Meet new people
- Prepare for the legal world
- Make new friendships with students and alumni
- It's a Road Trip!
- Expand your horizons
- Networking
- Socializing
- Reconnect with brothers & sisters
- Special on-site discounts for Fraternity merchandise
- Optional Night Out event!
- Getting dressed up in your finest attire
- Visit Phoenix, AZ
- Expand your DTP horizons
- Professional Development
- Learn how to better manage your senate
- Share your knowledge with brothers and sisters from other senates
- Participate in shaping the future of the Fraternity
- It's FUN!

The Convention is held biennially and consists of many parts – Professional, Leadership, and Business Sessions. Special events include the Welcome Reception, Optional Night Out and the Chancellor's Ball. The Celebration of Brotherhood is a very special ceremony for brothers only that allows everyone to share their special memories of Delta Theta Phi brotherhood/sisterhood and makes you realize how special it is to be a part of this Fraternity. The Optional Night Out is an event planned for you if you are interested in leaving the property and get out and have some real laughs. The additional \$35 for this addition to your registration includes your ticket and your transportation. The finale of the Convention is the Chancellor's Ball where you dress in your fine attire, eat a wonderful meal, and gamble without losing any real money! During the Chancellor's Ball, there will also be a Silent Auction during which you can bid on worthy items and help raise funds for the new Delta Theta Phi Leadership Foundation that hopes to begin supporting your professional programming in the coming year. This document has been developed to assist your senate with raising enough funds to send everyone to Convention who wants to attend, but your Supreme Senate expects each senate to send one voting delegate. We want to eliminate "we don't have the money" as a reason not to attend the Convention, particularly since officers have been told repeatedly throughout the year to plan accordingly. If you have questions or suggestions for improvement related to this document, please let us know.

Many colleges and universities have regulations covering the fundraising activities of school organizations. Your senate should inquire if there are such policies, and if so, be certain you are familiar with them.

Apply the physics of fundraising. Take your members' potential energy – all their ideas and talents – and turn it into kinetic energy – planning events. Keep up the momentum. It takes a bigger push at the beginning but gets easier once you're rolling.

Schedule of Events

(Events and times are subject to change)

The Convention officially begins on Thursday, July 30, 2009. However, there is a committee meeting and other executive pre-convention events prior to the opening ceremonies.

Wednesday, July 29th

- 1 PM Supreme Senate Luncheon (Kaibab Board Room)
- 2:00 PM Committee: Audit, Budget, Finance Committee begins meeting (Kingman)
- 5:00 PM Possible Golf Outing

Thursday, July 30th

- 8 AM Committee Meeting: Audit, Budget, & Finance meeting continues (Kingman)
- 9 AM Professional Session I: Alumni CLEs (Sedona) *Potential CLE hours*
- 11 AM Official Registration Begins** (Foyer between Rimrock & Casa Grande)
- Noon Lunch for committees
- 1:00 PM Students Only: Delegate Orientation (Casa Grande)
- 2:00 PM General Assembly (Casa Grande)**
Business Session I: Opening Ceremony; Supreme Senate Officer Reports, Announcements, Introduction of Exhibitors
- 3:30 PM Professional Session II: Alumni/Student Mentorship, Resume & Interviewing (Papago & Prescott rooms)
- 7:00 PM Welcome Reception**

Friday, July 31st

- 7:45 AM Supreme Senate Daily Meeting (Rimrock- convention office)
- 8:00 AM Professional Exhibitors, Networking, Continue Alumni/Student Mentorship (Sedona) *Breakfast available in the foyer*
- 9:30 AM Professional Session III: CLE & related presentations (Casa Grande)
- 11:45 AM Leadership Luncheon (Grand Canyon Room)
- 12:30 PM Professional Session IV: Gen. William K. Suter (Casa Grande)**
CLE session, 1 hour, about the Supreme Court... followed by a swearing-in to the US Supreme Court Bar.
- 2:00 PM Student Oral Advocacy Session I: The Thomas Competition (Prescott, Papago, Sedona)
Alumni may either have free time, work on their committees, or sit in on the Thomas Competition during this time

Optional night out – Comedy Club!

Saturday, August 1st

- 8:00 AM Supreme Senate meeting
- 8:30 AM Students: Administrative & Programming Presentations (Casa Grande)
Alumni: Alumni Meeting (Sedona Room)
- 10:15 AM Oral Advocacy II: The Finals of the Thomas Competition finals & Presentation of Resolutions (Casa Grande)
- 11:00 AM Business Session II (Casa Grande)
Review Proposed Constitutional Amendments, Discussion & Vote; Audit, Budget, & Finance Report, any other reports that are ready for presentation
- 12 Noon Awards Luncheon (Grand Canyon Room)**
- 1:30 PM Business Session III: Other Remaining Issues / Agenda Items (Casa Grande)
Complete committee reports, constitutional amendments & Elections for Supreme Senate & Supreme Court
- 4:00 PM Closing Ceremonies & Installation of New Supreme Senate
- 6:30 PM Chancellor's No-cash Casino Night (Aztec Room & Patio, off the lobby)**

Sunday, August 2nd

- 8:30 – 10:00 AM Breakfast Meeting of the New Supreme Senate (Kaibab Board Room)

Departure of Delegates

Costs of Convention

Major costs are:

Registration fee, Transportation, Hotel

Registration fee - the registration fee for students is \$319 but there is an early bird discount to \$299 if you register by May 15th. Each student, whether voting or non-voting, must pay a registration fee to attend all meals and meetings.

What does the registration fee include?

1. Registration/Meeting Materials
2. Welcome Reception, Thursday Evening
3. General Sessions
4. Committee Meetings
5. Professional, Leadership, and Business Sessions
6. Deluxe Continental Breakfast, Friday & Saturday
7. Lunches, Friday & Saturday
8. Chancellor's Ball & Casino Night

What is not covered in your registration fee? Transportation, taxis, souvenirs, Friday evening meal/event. And meals during travel time. However, there is a travel reimbursement of up to \$250 for the voting delegate who all the sessions. Be sure to bring your receipts.

Transportation – Phoenix, Arizona is easily accessible by plane or automobile.

Driving: Parking at the hotel is free per day for self-parking, but there is a fee for valet.

Flying: From/To Phoenix Skyharbor International Airport / Hotel (one way):

Taxi: Approximately \$22 Execu-Car: \$30

Super Shuttle: Approximate fare is \$18 one-way, but it may take much longer.

We are working on a plan to assist with transportation upon your arrival. Please notify us of your arrival time so we may take this into consideration for our planning.

Hotel - the Arizona Biltmore Resort and Spa is located 15 minutes from Phoenix SkyHarbor International Airport. Delta Theta Phi has negotiated a great room rate so that you may choose to arrive early or stay after the convention to take advantage of the resort and surrounding area. Students are responsible for any additional room nights other than the three that are provided for the voting delegate, and any half-room rate if you bring additional delegates or a guest.

Explanation: Voting delegates are assigned a roommate by Delta Theta Phi. If the senate is sending more than the one voting delegate, whose hotel expenses are covered (on a half-room basis), the senate or additional person(s) will be required to pay the Fraternity a total of \$180 total for the three room nights. A credit card may be presented to the Fraternity upon arrival for the half-room expense or any additional room-nights if you choose to arrive early or stay past the convention, to enjoy Arizona. Please see the Convention Syllabus for complete information.

Therefore, if your senate is sending a voting delegate and additional members/delegates, your voting delegate will have to pay a registration fee and pay for the up-front costs of travel but will not have to pay for the 3 nights hotel and will receive up to \$250 in travel reimbursement but the additional delegate(s) are completely self-pay, including registration, travel, and the half-room lodging expenses.

If you started at the beginning of the academic year and had fundraisers specifically geared for Convention attendance, you should have enough money to send at least two delegates. Use this guide to help you meet your fundraising goal! All brothers and sisters from your senate are welcome to attend but only one may vote in the business sessions.

How to Raise and/or Save Money for the Convention

Corporate Sponsorship

Whether your senate is located in a small or large community there is plenty of corporate sponsors that will be willing to donate money or items for your trip. Perhaps they can donate an item that you can raffle or auction off to raise funds. Think outside of your local community as well. Do you know alumni that work at companies that are willing to donate money? What about your family members, do they work at companies that will donate money? A sample letter is included in the Appendix.

Alumni Sponsorship

Contact your alumni for financial support to attend the Biennial Convention & Leadership Conference. They may be willing to help if you ask, particularly if they have been involved in your senate activities during the year, or if you have attended their alumni senate activities.

A sample letter is included in the Appendix.

School of Law or Student Bar Association Sponsorship

Many colleges and universities have a Student Bar Association, or some other comparable organization, that have funds available for organizations to attend Conventions, meetings, etc. Most times the organization has to petition for funds from the Student Bar Association. Included in this document are the facts, figures, schedule of events, Leadership Conference Learning Objectives and approximate costs to attend. You can use this information to petition your Student Bar Association for funds. The Leadership Conference is the education portion of the Convention and you should emphasize this aspect of the Convention when trying to get funds.

Another resource for funds is the Dean of the School of Law. Many times they have funds available to sponsor educational programs. You can't get these funds if you don't ask. You have nothing to lose by going to both your Student Bar Association and the School of Law. Don't wait to go after these funds. They have budgets and once the budgets are met then there isn't any more money. Go and ask now! A sample petition is included in the Appendix and you'll also want to include the Schedule of Events. Learning objectives for the Leadership Conference are also included in the Appendix for use when petitioning these organizations.

Convention Savings Program

If at the end of the year you have additional funds that you must spend in order to preserve your budget request for the following year, please let us know. In an off-convention year, we can invoice you for a portion of the anticipated registration fee and set it aside for you for the next year.

Convention Budget Line Item

Your senate should have a budget line item for Convention attendance. This should be in every year's budget and not just the year you are to attend the Convention. Set aside a certain percent of your total revenue for Convention expense.

Senate Travel or Convention Fund

Your senate should establish a fund where all of the money raised through the ideas we have outlined go to Convention attendance.

Rent-a-Member

Offer a variety of services that the Brothers and Sisters can perform and set a day aside to do them. Open this activity up to your campus and local community. Rake leaves, tutor, word processing, computer assistance, mow grass or any other number of "chores" for donations.

Garage Sale / Auction

One person's junk is another person's treasure. When was the last time you drove around on a weekend and didn't see a Garage Sale sign? Collect items from your senate membership, School of Law, businesses in the area, family members, etc. These items can be sold in a garage or yard sale with proceeds going toward Convention expenses.

Collections at meetings and events

Pass the hat at your meetings and events. Let the membership and visitors throw in their spare change or maybe even their dollars into the hat. If you collect just \$15 per event with 10 events in the year that's half your registration fee with almost no effort.

Car washes and Bake Sales

These may seem like lame and out of date ideas but there is very little expense to both a Car wash and Bake sale. This could be a great bonding experience with your senate's brothers and sisters, and can easily raise \$200 or more in a day with a car wash!

How Should You Distribute the Money Raised?

When conducting fundraising activities to attend the Convention and Leadership Conference all funds raised, over that amount needed for your voting delegates should be put into a pool so that everyone who wants to attend the Convention will have access to the money. **Your senate membership will be more likely to help raise funds for the Convention if there is something in it for them.** Spread the money around so more members have an opportunity to attend the Convention. Do not limit your fundraising activities to deferring expenses for the voting delegate only, particularly if your fund raising is going well – keep that train moving forward! The more delegates you are able to send, the better your senate will be for the next two years!

Keys to Success

Appoint a Committee

Organize a committee of members, or sub-committee of the finance committee, whose sole purpose is to raise funds for the Convention. Set a goal of dollars to fundraise. The committee should be reporting on their success at each senate meeting.

Start Early

Schools and companies have budgets for donations and once these budgets are depleted there is no more until another fiscal year starts.

Ask Often

Once isn't enough. Send multiple letters to your corporate sponsors and alumni and follow-up with phone calls. The first letter could get lost in the mail, could get routed to the wrong person or the dog ate it. Don't give up until they say no.

Think Big

Set your fundraising goal high. Find out how many brothers or sisters are interested in attending the Convention and then set your goal to raise at least enough to cover the expenses of the voting delegate and perhaps the registration fees for any other attendees.

Contact Information

Ensure that there is a person's name, phone number, email address and mailing address on everything you send out to solicit donations. The companies/individuals you contact may have questions and they need to know where to go to ask those questions. **Also remember they need to know where to send that big check!**

Thank you to companies, School of Law and all sponsors

It's absolutely critical that you say thank you to each company or individual that helps your senate reach their fundraising goal. You may send a thank you by email letting them know that the senate has received the money since it's so quick but you must still acknowledge the sponsorships with a typed or hand written thank you note. You should also send a copy of the thank you letter to your faculty advisor or other administrator so that (1) they know you worked to provide your own support and (2) they may be acknowledged by the school. A sample is included in the appendix.

Keep your senate involved and up to date on progress

Create a fundraising thermometer that tracks the progress of your fundraising efforts. This can be either an actual poster or a PowerPoint slide. Update this as money comes in and give progress reports at senate meetings.

Have questions?

Ask your Faculty Advisor, State Chancellor or contact Delta Theta Phi at 1-800-783-2600.

Competition Information for Students

In addition to the annual awards presented to student and alumni members and senates, & professors, student delegates are eligible for awards in recognition of their efforts during the course of convention business.

William H. Thomas Award for Oral Advocacy

This award is presented to the student delegates who, in making their reports at the biennial convention, demonstrate the highest excellence in oral advocacy. They are judged upon the overall effectiveness of their five minute presentations, including outlook, logic, and matters of significance to the Fraternity. There are cash awards for the first, second, and third place winners. All student delegates must make this short presentation for the official records.

Joseph M. Perry, Jr. Award for Parliamentary Advocacy

This award was established by a trust endowed in memory of Margaret Depp Benzinger and managed by the Delta Theta Phi Foundation. It provides awards at the biennial conventions to students who best exemplify the art of oral advocacy in the parliamentary proceedings. Student delegates are observed throughout the course of the convention for their advocacy skills.

Robert J. Cole, Jr. Scholarship

The Robert Cole Scholarship, established in 2003 by a gift of Mrs. Robert L. (Frances) Cole, Jr., is awarded to that student delegate that exhibits those professional qualities demanded by the fraternity as described in the Delta Theta Phi Constitution, Ritual of Initiation, and those expected by current and future colleagues in the practice of law and its related fields. A committee shall observe and inquire about delegate behavior including dress, speech, demonstration of respect, and general behavior in general assembly, workshops, and social situations throughout the duration of the convention. Every voting and non-voting student delegate to the biennial convention is automatically eligible.

Serving your Legal Community through Serving your Fraternity

At each Convention, the delegation elects a new Supreme Senate. The Supreme Senate is made up of seven alumni positions and two student positions. Working with the Supreme Senate will help you further develop your leadership and communication skills while working closely with this governing body.

Duties of a Student Member vary slightly from year to year, but you may expect communication to be your primary responsibility. Communication with the International Office, Supreme Senate, and Student Senates, as well as communications reaching out to transfer students and other persons at law schools targeted for reactivation. Duties of each member of the Supreme Senate may be found in the Delta Theta Phi Constitution. In addition, the Chancellor may assign additional or different duties at his or her discretion, for the good of Delta Theta Phi.

Students and alumni interested in nomination to the Supreme Senate should arrive at convention with a resume and any promotional material to encourage others to support your candidacy. Each candidate may be interviewed by the nominations committee.

Appendixes

Sample Letter for Corporate Sponsors

Date

<contact name>
<business name>
<business address>
<city, state & zip>

Dear <contact name>,

The Delta Theta Phi Law Fraternity, International is recognized as one of the premier professional law fraternities.

The Purpose of Delta Theta Phi is:

...to perpetuate in every member of this Fraternity, the application of the highest standards of personal integrity, diligence, candor and trust, of individual responsibility, of respect for law, rights and property of others and the highest ethical and professional standards of conduct in the study, practice, and teaching of the law.

The <senate name> senate is located at <university/college name> and we need your help. The senate would like to send 2 duly elected or appointed officers to our Biennial Convention to be held in Phoenix, Arizona, July 30-August 2, 2009. The Convention offers a chance for professional development for each member. We will learn from legal leaders who will better prepare us to be better attorneys and future leaders. The total cost to send one member to the Convention is approximately \$650. The major expenses for the trip are registration, and transportation.

<Company name> can help prepare us for the future by providing a monetary donation to fund our trip to Phoenix, Arizona. Any amount of money would be helpful. It all adds up quickly. If you aren't able to help financially perhaps you could donate something that we could auction or raffle.

Thank you in advance for assisting our membership to attend our Fraternity's Convention and helping to build better business leaders for the future. Any contributions should be sent to: Delta Theta Phi Law Fraternity <address>. If you have questions please contact <name & contact information>.

Sincerely,

Sample Letter for Alumni Sponsorship

<Date>

<brother's name>

<brother's address>

<brother's city, state and zip code>

Dear Fellow <senate name> Brother,

The Delta Theta Phi Law Fraternity's Biennial Convention & Leadership Conference is scheduled for July 30-August 2, 2009 in Phoenix, Arizona at the Arizona Biltmore.

The Leadership Conference is the educational portion of the Convention. The Leadership Conference provides students with advanced senate management and professional development skills. These sessions equip students with the tools needed to lead successful senates and encourage personal growth.

The costs to attend the Biennial Convention and Leadership Conference include transportation, registration fee and meals not covered by the registration fee. The average cost per delegate is \$650.

Our senate has been saving and budgeting to attend convention throughout the year. In addition to the savings we are conducting several fundraisers specifically for Convention, petitioning the Student Bar Association for funds and setting aside additional dues money to defray the costs of attending Convention. The <senate name> Senate would like to send at least 2 people to Convention to represent us.

We could really use your financial help so that our senate can send more than one delegate to the convention. Be assured that your contribution will only be used to defray the cost of attending the Leadership Conference. If we are able to raise funds in excess of those needed for the conference, the additional funds will be set aside to attend the Regional Meeting that will be held the following year.

(language here on how to submit donations, how to complete the check, where to send the donation)

The <senate name> Senate would very much like to have a strong showing at the Biennial Convention and Leadership Conference and with your financial support we could make this dream come true. You can get additional information about the Convention on the website at www.deltathetaphi.org under events. The Biennial Convention is an event for both students and alumni so perhaps you would be interested in attending as well. We will be celebrating the senate's <insert number> anniversary and it would be wonderful if you could join us for the celebration. Details and registration for the Convention are on the website.

If you have questions please contact <contact name, address, phone & email>. Thank you for your support.

In U—and I--,

Sample introduction for Student Bar Association or School of Law petition

Delta Theta Phi Biennial Convention & Leadership Conference July 30-August 2, 2009 Phoenix, AZ * The Arizona Biltmore

The Delta Theta Phi Law Fraternity, International is recognized as one of the premier professional law fraternities.

The Purpose of Delta Theta Phi is:

...to perpetuate in every member of this Fraternity, the application of the highest standards of personal integrity, diligence, candor and trust, of individual responsibility, of respect for law, rights and property of others and the highest ethical and professional standards of conduct in the study, practice, and teaching of the law.

Tracing its roots to 1900, Delta Theta Phi is a very diverse Fraternity with our main emphasis on leadership education and networking for our student members.

The Delta Theta Phi Law Fraternity meets bi-annually at our Convention and Leadership Conference. Our next meeting is scheduled for this summer in Phoenix, AZ. The costs for our senate members to attend this meeting are approximately \$650 per person. This includes registration fee, transportation and meals. The two main components of the Biennial Convention are the Business Meeting, during which we pave the direction for the future of the organization, and the Leadership Conference, which includes both professional and leadership sessions.

Each senate elects a delegate who votes at the Business Meeting. This meeting determines the policies, practices and procedures of the Fraternity for the next two years and is where the democratic process is illustrated. The Leadership Conference provides students with advanced senate management skills. These sessions equip students with the tools needed to lead successful senates and encourage personal growth, and are designed to be interactive discussions to give students opportunities to learn and share ideas from DTP leaders and senates from across the country.

It is the policy of Delta Theta Phi Law Fraternity that all student senates have a minimum of one voting delegate in attendance at the Biennial Convention and Leadership Conference. Our senate is currently setting aside funds every semester and looking at other sources of fundraising so that we may send more than one delegate to the Convention. We are looking to help our senate members defray these additional costs so that we can gain the knowledge and energy necessary to more effectively run our senate for the benefit of the members, the law school, and the profession of law.

The Delta Theta Phi Law Fraternity's Biennial Convention and Leadership Conference is an opportunity for our members to grow both personally and academically and to reach out to other student members from around the world and share and exchange ideas and issues. The skills we bring back will benefit not only our senate but also the university by helping us to become a stronger organization.

With your generous financial support we will be able to send more members of our senate to the Biennial Convention and help prepare us for the legal world. For questions please contact <contact name, address, phone & email>.

Sample Thank you letter/note

Dear <Mr./Ms. Last name or first name only>

Thank you for your generous support of the <Senate Name> of Delta Theta Phi Law Fraternity at <university/college name>. These funds will be used exclusively for transportation, registration fee, hotel and other expenses for our membership to attend the Biennial Convention in Phoenix this summer. The Delta Theta Phi Convention will offer our members an opportunity for professional and personal development; helping to better prepare us for the legal world. Thank you again for your consideration and support. We very much appreciate your <donation type>.

Sincerely,

Leadership Conference Learning Objectives

1. The attendee will listen to and learn from professionals in the local and global legal community.
2. The attendee will be provided the opportunity to network with other student and alumni members of Delta Theta Phi.
3. The attendee will develop a broader skill set based on information other than that which is provided solely in the classroom. e.g. time management, self promotion or leadership.
4. The attendee will develop a deeper understanding of important legally-related issues.
5. The attendee will enhance his/her personal leadership skills.
6. The attendee will be exposed to and have the opportunity to think about current issues in the legal community which will advance his/her career.
7. The attendee will be exposed to a variety of topics that will enhance their personal and professional resume.
8. The attendee will be exposed to a variety of topics dealing with state-of-the-art job hunting and interviewing techniques.
9. The attendee will be exposed to a variety of topics dealing with successful senate management practices.

Convention Cost Estimator

This worksheet will help you determine the approximate cost per person to attend the Convention. Costs per item were based on averages as of March 2009 and are subject to change. Additional costs were determined based on the maximum days an individual may spend in Phoenix, AZ. The cost estimator is meant to be a guideline to help your senate plan your fundraising activities. Per person costs may change based on individual wants and needs while at the Convention.

Registration

The price per package is based on the total number of student members from your senate attending Convention Registration

$$\begin{array}{ccccc} \# \text{ of Attendees} & & \text{Price} & & \text{Total} \\ \boxed{} & \times & \boxed{} & = & \boxed{} \end{array}$$

Add the totals from above together (use this number when adding all shaded boxes below)

$$\begin{array}{ccc} \text{Total} & & \\ \boxed{} & & \end{array}$$

Transportation

Flights

Take a random sampling of round-trip airfare to and from AZ as your average cost per ticket

$$\begin{array}{ccccc} \# \text{ of Attendees} & & \text{Avg cost} & & \text{Total} \\ & & \text{per ticket} & & \\ \boxed{} & \times & \boxed{} & = & \boxed{} \end{array}$$

Shuttle Service

Determine the mode of transportation you wish to use to get to the hotel from the airport, enter this in the appropriate box below. Determine the mode of transportation you wish to use to get to the airport to the hotel, enter this in the appropriate box below. Add these two together to determine your total cost for a shuttle service. Please consider gratuity.

$$\begin{array}{ccccc} \text{To Hotel from} & & \text{To Airport} & & \text{Total} \\ \text{Airport} & & \text{from Hotel} & & \\ \boxed{} & + & \boxed{} & & \boxed{} \end{array}$$

Take the total and multiply it by the number of individuals using the shuttle service (use this number when adding all the shaded numbers below)

$$\begin{array}{ccccc} \text{Total from above} & & \text{Total} & & \text{Total} \\ & & \text{individuals} & & \\ \boxed{} & \times & \boxed{} & = & \boxed{} \end{array}$$

Driving

Determine the round trip mileage to and from AZ using Mapquest or other source

$$\begin{array}{ccccccc} \# \text{ of miles} & & \text{Miles per} & & \text{Total} & & \text{Price} & & \text{Cost to} \\ & & \text{gallon} & & \text{Gallons} & & \text{per Gal.} & & \text{Drive} \\ \boxed{} & / & \boxed{} & = & \boxed{} & \times & \underline{} & = & \underline{} \end{array}$$

For trips which require more than one vehicle, enter the total number of vehicles being used in the first box and the total from above in the second to determine total cost of driving. (Use this number when adding all shaded boxes in the final step below.)

Total # of vehicles		Total from above		Total
	x		=	

Hotel

For each non-voting delegate, add \$180 for the half-room rate, based on double occupancy. If you are arriving early or staying after the convention, you will be responsible for the full room rate for those nights.

				Total
	x		=	

Miscellaneous

Determine the following per person costs, these amounts are based on what each senate is willing to spend, recommended average amounts for food is included - based on the meals not provided in the registration fee during the four days at Convention

Meals while travelling		
Entertainment		\$20/Avg (\$10 per meal x 2 meals)
Snacks		
Souvenirs		
Optional Night Out		\$35 Average Price

Total

Multiply the total cost by the number of individuals attending

# of Attendees		Total from above		
	x		=	

TOTAL COST DETERMINATION

Add all shaded totals together and enter into Total box below

Take the total amount and divide it by the total number of Attendees to determine per person rate

Total of shaded boxes		# of Attendees		Cost per Attendee
	/		=	