**Spring Regional Leadership Meeting Report**

Region \_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Highlights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Suggestions for Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Attending # of Members # of Advisers # of guests

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Totals \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Electronically attach a copy of the program and E-mail one copy to state adviser and executive director.**

### Spring Regional Leadership Meeting

### Financial Report Form

Region: \_\_\_\_\_\_\_\_\_\_ Meeting Date \_\_\_\_\_\_\_\_\_

**Income Related to Conference Implementation**

**Total Collected/Anticipated for registrations @\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_ (A)**

List chapters and amount received from each on separate sheet.

**Conference Expenses**

 Supplies (Consumable) $\_\_\_\_\_\_\_\_\_

 Building $\_\_\_\_\_\_\_\_\_

 Food $\_\_\_\_\_\_\_\_\_

 Speaker $\_\_\_\_\_\_\_\_\_

 Programs $\_\_\_\_\_\_\_\_\_

 Postage $\_\_\_\_\_\_\_\_\_

 Other $\_\_\_\_\_\_\_\_\_

**Total Amount Spent $\_\_\_\_\_\_\_\_\_ (B)**

Balance (Take A - B) $\_\_\_\_\_\_\_\_\_ (C)

**-----------------------------------------------------------------------------**

**Other Income**

Amount collected/raised for Charitable Contribution $\_\_\_\_\_\_\_\_\_

 *Submit Check Request with complete mailing information*

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Vice President of the Region Adviser to the Vice President of the Region**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

***E-mail a copy of this form to the State Adviser and Executive Director within two weeks of Spring Regional Meeting.***