

Session Day Budget Guidelines

Each Session Day Team is responsible for creating a session day budget. Please consider the following:

- The budget allocated for your Session Day is the maximum to be expended without prior CLT approval.
- Generally, the largest session cost is food. **The first choice for food service is the vendor with which GNL contracts with Panera or Delicious by Design (St. Matthew's House) for 'morning start' and boxed lunch service).** At times however, your venue(s) may provide food service (gratis) or require that certain vendors be used. Whenever possible, get some of the food cost donated. There is precedent for this for some days. Please consult your Session Day binder for details. For additional detail, please refer to the "Food and Beverage Guidelines" in Section IV-F of this Handbook.
- Another large expense is bus transportation. GNL negotiates a master contract for bus use on affected Session Days. Please refer to "Bus Transportation" in Section VI-C of this Handbook. One of the Co-Program Chairs reviews, approves, and signs contract for session day teams.
- Another large expense is A/V support. Please refer to "A/V Considerations" in Section IV-E of this Handbook.
- Certain expenses, such as caterers and venue hosts, may require deposits or payment in advance. Please refer to "Check Policy and Procedures" in Section VI-B of this Handbook.
- GNL prefers to pay all suppliers directly. This takes advantage of its tax-exempt status and provides a clean audit trail.
- If you pay an expense personally and want to be reimbursed, please obtain proper documentation (receipts for store purchases or an invoice on business letterhead) and proof of your payment of the expense (a copy of your personal check or personal credit card payment). Please submit a check request form along with your documentation. Please refer to "Check Policy and Procedures" in Section VI-B of this Handbook for details on the expense reimbursement policy and the appropriate form to submit.
- All invoices submitted must include the following vendor information: contact name, telephone number and email.
- Last year's Session Day expenses and budget are provided in the Session Day Team binder as described in Section IV-H of this Handbook.
- Only the CLT and GNL Board members are permitted to sign contracts on behalf of GNL. Please contact your CLT lead if a contract requires a GNL signature.

Worksheet: Building Your Session Day Budget

Initially assume 55 people: Class members – Absences + Makeups + CLT + 4 Team + 0-2 Guests. Bus holds 55 people.		
Food: Overwhelming requests for healthy food choices; no junk food or junk drinks.		
Morning: From Panera or Delicious By Design: coffee, water, light healthy snacks. NO full breakfast spread. Fruit, snacks to be picked up by team.	Uniform p/p pricing: provide # of attendees to Panera.	<ul style="list-style-type: none"> • "Morning Start" from Panera app \$230 plus additional morning food such as fruit & yogurt for breakfast • procedure and menu established -- See Food and Beverage Guidelines in this Handbook • Ice (60 lbs) • Water and individually packaged healthy Snacks
Afternoon break: Water and healthy snack. Peel-able fruit.	Your Estimate:	
Lunch: Box-lunch from Panera or Delicious By Design per contract with GNL. Unless venue provides lunch or requires different vendor.	\$10-12/pp box; \$25-28 seated. Your Estimate:	The CLT may approve 1 or 2 lunches at restaurant if: <ul style="list-style-type: none"> • Integral to day's agenda; reasonable cost & location. • Cultural Arts & Healthcare Days: lunch may be provided at no charge. • Immokalee/Education use school catering.
Bus – CLT negotiates master bus contract for all days.		
Full-day charge	\$800	CLT approval required in advance.
Venues & Activities		
Venue Charges	Your Estimate:	CLT approval required in advance.
Activities with costs	Your Estimate:	e.g., Costs at Artis-Naples; speaker expenses (all very rare - secure CLT approval in advance)
Other		
Printing	Your estimate:	Usually menu selection handout. All other materials sent via email, with rare exception.
Tax-exempt Status	Certificate	Use when possible. See Section VI
Audio-Visual Assistance	Your estimate:	Follow A/V guidelines on A/V worksheet. Well-functioning A/V is a priority.
Certificate of Liability Insurance		Some venues make request. See Section VI