

Illinois Yearly Meeting – Retreat/Program Planning Worksheet

This worksheet is used by program planners to anticipate expenses for a program or retreat. It is also useful to help plan expenses for annual sessions. Listed below are the types of expenses that might be incurred; it is a fairly exhaustive list, and not all items will apply to your program.

Note that if ILYM is to pay \$600 or more for services to an individual (excluding his/her travel expenses), the ILYM Treasurer must be contacted to ensure compliance with IRS rules.

It is expected that participants in the program will approximately cover the expenses of the program via their registration fees. **The registration fee has two components: the program fee, and the food/lodging fee. This worksheet helps calculate the program fee.**

For the program, net surpluses or net deficits will be absorbed by the yearly meeting. Friends are not to be hindered from participating due to lack of funds. However, ILYM's budget is limited, and Friends are encouraged to be prudent.

Typical program or retreat expenses	Anticipated Amount
Facilitator(s) honorarium or fee	
Facilitator(s) travel	
Facilitator(s) lodging	
Facilitator(s) meals	
Presentation materials, pens, paper, activity materials, name tags	
Conference calls for planning the program	
Babysitter or other child care provider/facilitator	
Materials for children's program, snacks, art supplies	
If children participate free, the cost of their lodging at conference center	
If children participate free, the cost of their meals at conference center	
Net cost of lodging for participants on financial aid	
Net cost of meals for participants on financial aid	
Total cost of program (does not count the food and lodging bill for the group)	

The total cost of the program should be divided by the number of participants paying the full registration fee. This result will determine the approximate program fee Friends need to pay for the program.

In addition to the program fee, Friends will need to be charged for their food and lodging costs, particularly when using a retreat center. There are several methods for passing these costs equitably to Friends, and the costs can be much lower if Friends are willing to room in triples, quads and bunks.

Friends have often found it useful to collapse retreat center fee schedules into a one-price “package deal” for the food and lodging component of the registration fee.