SEEK Group Leader Expenses

Group Name:

Part I: Calculating your "Fee per person"

The "Fee Per Person" that you submit with your group description will be charged to all participants registered in your group and should cover all expenses you incur, excluding copies made on Colonial's copy machines. An additional $3 per participant will be charged at registration to cover SEEK copy costs, but this amount is not part of your group budget and is not available for reimbursement.

Early Elementary, Elementary, Middle only and Mid/High Groups should calculate costs based on the maximum number of participants. Any groups (particularly High School only groups and Bible Studies) with large shared costs such as DVD's or curriculum should calculate based on a lower number of participants - contact your department coordinator for help.

Any expenses incurred above your group budget or submitted after the last day of the semester will not be reimbursed!

		# of participants (NOP)
Maximum # of participants **OR** # suggested by Dept. Coordinator for fee calculation:		

Below are some of the costs you might include. Be sure to include SALES TAX !

Group Leader book and/or teacher guide divided by NOP		
Cost per book for each participant		
Total Shipping divided by NOP		
Cost per folder or binder		
Materials costs divided by NOP:	craft supplies	
	food	
	pencils/markers	
End of year party divided by NOP		
Guest speaker cost/gift divided by NOP		
Copies made OUTSIDE Colonial divided by NOP		
Other		
Other		
Other		

Total fee per participant

Don't forget sales tax and shipping!!!

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Group Name:

Part II: Managing your group budget

No. in group	X	Fee per person[1]	=	Group Budget[2]

Date of check request[3]	Expense Description	Total expense	Remaining Group Budget

[1] An additional $3 will be added to all group fees at registration to cover copy costs. This amount is not part of your group budget and is not available for reimbursement.

[2] Note: Group leaders will not be reimbursed for any expenses over the group budget.

[3] Check Requests must be submitted the same month the expense was incurred to be reimbursed. The final day for submissions is the last day of SEEK.