

Budget: _____

Washington State Organization- Action Plan
20__ - 20__

Committee: _____

Chair: _____

Members: _____

List committee goals (list in general terms and align to WSO Strategic Action Plan where appropriate)

How will you accomplish these goals? (List activities, due dates, expenses and person responsible)

Activity	Due Date	Expenses Est	Expenses Act	Person Responsible	Check When Completed & Comment

Use another form if you need more space rather than scrolling so your statements go out of view. Be sure to name each page differently.

Action Plan Reimbursement

Expenses from the allocated Budget amount: \$

Standing Rule 3.75 Executive Committee members, Parliamentarian, committee chairs, Music representative and Area Liaisons

Fall Board

Early Registration \$
Mileage \$
Scheduled Meals \$
Lodging @ 1/2 room \$

State Convention (approximate)

Early Registration \$
Mileage \$
Scheduled Meals \$
Lodging @ 1/2 room \$

Standing Rule Line 210: lodging not to exceed one-half the double-occupancy room rate or room share (1/3 or 1/4)

Standing Rule 3.75b: State committee members

Fall Board Only

Mileage \$
Lodging @ 1/2 room \$

One scheduled meal \$

Standing Rule Line 210: lodging not to exceed one-half the double-occupancy rate or room share 1/3 or 1/4

For convention, committee members shall not receive reimbursement unless the president has given prior approval for the entire committee to be reimbursed and the budget permits this.

Vouchers must have all receipts attached, except for mileage and be submitted for processing no later than thirty days after the date incurred and prior to the close of the fiscal year (June 30).

Action Plan Addendum

Date _____

Committee/Liaison: _____

In order to assist the Finance Committees in developing next years' working budget (to be adopted at the Spring Convention Executive Board meeting), it would be helpful to have the following information from your committee. Budget Addendum 9-1-23

- Are there any items in your current Action Plan (2024-2025) that you believe are underfunded (i.e. because of your budgeted allocation, you were unable to fully fund the amount you believe the item needs)? Which item? What amount is needed? Rationale or justification for the items listed.

Item	Amount	Rationale*
* use back or additional sheets if needed		

- Are there any items you have not put on your Action Plan which, if budget allowed, you would add or that you would suggest for 2025-2026? Describe the item. How much is needed? Rationale or justification for the additional request.

Item	Amount	Rationale*
*use back or additional sheets if needed		