2027 Chapter Admin Funding Budget Category Guidance

Direct Costs:

- **Chapter Official Registration**: Chapter registration, annual registration/renewal costs, legal costs, bank account opening and yearly costs, liability insurance for the officers of the chapters

Indirect Costs:

- **General Admin Support:** office rent, office stationary, office furniture and equipment maintenance charge, accounting/invoice processing, auditing charge of organization, compensation for paid staff, Zoom license (or other video conference tool), voting tools (e.g. Survey Monkey license)
- **Membership Management:** membership cards for officers and managers, visiting cards for officers and BoD, administration of members
- **Website Development with Hosting:** website domain registration, website management, hosting services
- **General Assembly:** Annual General Meeting, Advisory Team Meeting, expert groups/sub-committee's meeting, website update and material promotion
- **Marketing, Publicity, Branding:** gifts and promotional material for chapter events, social media promotion of events organized by the chapter

Please note: This may include contractual services related to indirect costs, such as: website development with hosting and marketing, publicity, and branding.