



## AOC FOUNDATION BUDGET AMENDMENT REQUEST FORM

**Date:** February 25, 2025

**Request made by (individual or committee):** Larry Rzepka, Director

**Requested Amount:** \$10,000

**Basis for the requested amount: (cost estimates, market research, prior actions, etc.)**

Cost estimates to travel to 3 conferences prior to June and funds for travel for the second half of the fiscal year (TBD). It is anticipated that approximately \$4,000 would be used for the 3 conferences mentioned with the balance of \$6,000 to be available as a contingency for potential travel/meetings in the second half of the year.

**Description or General Ledger number:** Office Expense/Travel

**Reason for request (statement of need or objective):** It has already been determined that the Foundation will be traveling to:

- **National Science Teachers Association (NSTA)** Annual Conference at the end of March in Philadelphia to work on establishing a potential partnership in Community Education & STEM with our nation's science teachers and outreach to their network of exhibitors and donors. Approximately = \$1,500
- **AOC Cyber Electromagnetic Activity Conference (CEMA)** at Aberdeen Proving Grounds, Maryland to observe how AOC conducts our own conferences and to build a network of potential volunteers/supporters for the Foundation. Approximately = \$650
- **International Science & Engineering Fair (ISEF)** Finals in Columbus, Ohio in May to establish our partnership with the Society for Science (SFS) and serve as a Special Award Organization as well as networking with their exhibitors, students and donors. Approximately = \$2,000.
- **Please Note:** the budget currently contains \$11,000 allocated for the above listed ISEF competition: \$2,500 to be used as a sponsor fee, \$5,000 to be used as an award for STEM students from us with the balance (\$4,000) being available for the Committee Chair to travel, materials printed, & miscellaneous. No funds budgeted for staff travel.

**Specific Implementation Plan:**

To support the next phase of development for the AOC Foundation, it is imperative we build up our list of prospective donors as well as key partnerships we can leverage either for programming, funding or recruitment of new members and committee volunteers.

**Anticipated return on investment (evaluation metric or performance measure):**

Evaluation metrics will include number of partnerships expanded, number of volunteers recruited and percentage of corporate support received.

**Approved by Board of Governors: Date** \_\_\_\_\_