

BUDGET AMENDMENT REQUEST FORM

Date: May 29, 2025

Request made by (individual or committee): Future Leaders

Requested Amount: \$5,000

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

Gaylord cost for reserving a room, refreshments, AV or any equipment required for a presentation

Description or General Ledger number: Future Leaders Committee

Reason for request (statement of need or objective):

To create dedicated time and space for emerging leaders to connect, build meaningful relationships, and recharge before AOC 2025 begins. This networking event aims to foster early engagement, encourage peer-to-peer exchange, and set a collaborative tone that will enhance participation and impact throughout AOC 2025 and beyond.

Specific Implementation Plan:

Venue Setup - Reserve a conference room, set up the space for an engaging and collaborative networking event, provide light refreshments, and branded signage to create a welcoming, energizing environment.

Scheduling - Schedule the networking session 1–2 hours before AOC 2025 kickoffs to allow participants time to connect and recharge.

Facilitation & Engagement – Prepare slides to explain the purpose and goal of the committee, facilitate several activities such as an elevator pitch, and mentorship introductions to encourage networking and introduce potential collaborators.

Promotion - Use email, social media, and the event app to promote attendance and share key details (time, location, purpose).

Follow-Up & Impact Tracking - Collect brief feedback via QR codes to assess impact and gather insights for future improvements. Encourage attendees to share contact info or connect via a dedicated event platform or LinkedIn group.

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

Increased membership in the future leader's demographic, increase in volunteerism at chapter and board levels, increased brand awareness and overall brand recognition for AOC.

Treasurer Approval up to \$5,000; Board of Directors approval above \$5,000 (must be reflected in meeting minutes)

Approved by Board of Directors: Date _____