

## **LITERATURE COMMITTEE MOTION /**

### **ENGLISH**

The Literature Committee hereby makes a motion that Area 09 increase the Literature Committee budget, for the fourth quarter of 2024 to \$1,408, as outlined in the attached Budget Request form.

These monies will allow for the purchase of literature and display products, from GSO:

- \$218 to be spent on literature displays. These will be distributed to English speaking districts and/or used by the Literature Committee at District and Area functions.
- \$500 to be spent on, “2025 Service Manuals” and other books, such as, “Our Great Responsibility”. These will be distributed to English speaking districts and/or used by the Literature Committee at District and Area functions.
- \$50 to be spent on copying expenses.
- \$460 to be spent on distribution expenses.
- \$180 to be spent on office services.

# Budget Request for MSCA 09

List new expenses that you are requesting  
 Do not include amounts already budgeted  
 Please print except signature:

Name: Debra Lund

Standing Committee: Literature

FC Liaison: \_\_\_\_\_

Area Officer Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Info phone or email:

[debra.lund2@gmail.com](mailto:debra.lund2@gmail.com) / 562-338-8255

Title: Chair

Date: **09 / 23 / 24**

	1+	2+	3+	4	=5
	First Qtr	2nd Qtr	3rd Qtr	4th Qtr	Line total
1) Equipment				218	
2) Rent					
3) Publications				500	
4) Copying				50	
5) Postage					
6) Telephone/ Internet					
7) Mileage @ 30 cents per mile				460	
8) Other: please explain below (8)				180	
Quarterly Totals=				1,408	

Explanations for line items 1-8

Total dollar amounts
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1) Equipment: **Tri Fold Display** Total Equip.= **218**

2) Rent: Total Rent =

3) Publications: **A portion of these CAL will be used at Servathon** Total Pub. = **500**

4) Copying: Total Copy = **50**

5) Postage: Total Post. =

6) Telephone/ Internet: Total Tel/I. =

7) Mileage: \_\_\_\_\_ miles (@ 30 cents per mile) Total Mile. = **460**

**Mileage amount will be at about 1,500 miles to 7 or 8 district locations the farthest from committee location, but every effort will be made to deliver physical material at Area scheduled events. Should that not be an option, US postal service will come from this part of the budget and will be used to send to DCMCs visual literature and QR displays instead of committee taking material to District individually.**

8) Other: **Office Services - Fed Express Pro / High definition and lamination for best accuracy of codes and extended use of display boards.** Total Other = **180**

**Grand total for the year should equal the total of column 5 above.**