NeASFAA Board of Directors Meeting
Friday, January 28, 2022
Virtual: https://go.unl.edu/zoomjustin

Strategic Directions

<table>
<thead>
<tr>
<th>Promote Professionalism</th>
<th>Train and Develop</th>
<th>Coordinate and Network</th>
<th>Influence Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Justin Brown</td>
<td>Association Governance</td>
<td>Renee Besse</td>
</tr>
<tr>
<td>President-Elect</td>
<td>Kimberly Vanosdall</td>
<td>Corporate Development</td>
<td>Jeff Recker</td>
</tr>
<tr>
<td>Past President</td>
<td>Renee Besse</td>
<td>Finance and Audit</td>
<td>Susan Frodyma</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Lisa Gdowski</td>
<td>Membership Connections</td>
<td>Erika Kampschnieder</td>
</tr>
<tr>
<td>Secretary</td>
<td>Erinn Brown</td>
<td>Nominations and Elections</td>
<td>Kimberly Vandosdall</td>
</tr>
<tr>
<td>4-Year Public</td>
<td>Sheila Pourier</td>
<td>Professional Development &amp; Recognition</td>
<td>Matt Johnson</td>
</tr>
<tr>
<td>2-Year Public</td>
<td>Erika Kampschnieder</td>
<td>State and Federal Relations</td>
<td>Diana Oglesby</td>
</tr>
<tr>
<td>Private</td>
<td>Susan Collins</td>
<td>Historian</td>
<td>Ritchie Morrow</td>
</tr>
<tr>
<td>Associate Sector</td>
<td>Jodi Vanden Berge</td>
<td>Safety Task Force</td>
<td>Paula Kohles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative Business Task Force</td>
<td>Sarah Standley</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FAFSA Simplification Task Force</td>
<td>Becca Dobry</td>
</tr>
</tbody>
</table>

Meeting call to order at 9 a.m.

**Agenda Topic**

<table>
<thead>
<tr>
<th>Adopt the Agenda</th>
<th>Objective</th>
<th>Justin/all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Consent Agenda</td>
<td>Decide on agenda for discussion.</td>
<td>Justin/all</td>
</tr>
<tr>
<td>Approve Meeting Minutes</td>
<td>Review/amend/approve minutes.</td>
<td>Erinn</td>
</tr>
<tr>
<td>Budget/Investments Update</td>
<td>Treasurer Update</td>
<td>Lisa</td>
</tr>
<tr>
<td>Safety Committee Report</td>
<td>Discuss/evaluate safety at conference</td>
<td>Paula/all</td>
</tr>
<tr>
<td>Nominations &amp; Elections Update</td>
<td>Election results announced</td>
<td>Kimberly</td>
</tr>
<tr>
<td>Spring 2022 Conference Update</td>
<td>(and lottery update)</td>
<td>Diana, Ritchie</td>
</tr>
<tr>
<td>SFRC Update: Introduced Bills</td>
<td>(and lottery update)</td>
<td>Diana, Ritchie</td>
</tr>
<tr>
<td>RMASFAA Update &amp; SI</td>
<td>Working Group</td>
<td>Working Group</td>
</tr>
</tbody>
</table>

**Business on the Table**

| Record Retention Guidelines | Evaluate/Decide | Ritchie |
| Spring 2024 Conf. Site Selection | Evaluate/Decide | PDRC |
| New Business                | Discuss and Evaluate | Lisa/Susan |
| 2020-2021 Audit Report      | P&P Section 7.15 | Erinn/Renee/AGC/all |
| Expressions of Condolences  | Board, then full membership | Renee/AGC |
| Gender Bylaw Update         | College Ave | Erika |
| New Membership              | | |
| Announcements/Reminders     | Next Meeting | March 23, Norfolk, NE | Justin/all |
|                             | Adjudgment | Entertain motion to adjourn | Justin |

Stages of Group Problem-Solving: Define, Discuss, Evaluate, Decide

Bylaw changes will need to be sent to membership 30 days before annual business meeting.
NeASFAA Board of Directors Meeting  
Friday, January 28, 2022  
via Zoom

**Attendance:**  
**Present:** Justin Brown, Kimberly Vanosdall, Renee Besse, Lisa Gdowski, Erinn Brown, Sheila Pourier, Erika Kampschnieder, Susan Collins, Jodi Vanden Berge  
**Committee Chairs/Members also in attendance:** Jeff Recker, Susan Frodyma, Matt Johnson, Diana Oglesby, Ritchie Morrow, Paula Kohles, Sarah Standley, Becca Dobry, Delaney Vaccaro Bednar, Wendy Cobb

**Call to order:** Justin called the meeting to order at 9:04 a.m.

**Approval of Agenda:** Date of next meeting was added. Motion to approve by Renee, second by Susan. Motion carries.

**Approval of Consent Agenda:** Added new member to agenda from consent agenda. Motion to approve by Lisa, second by Kim. Motion carries.

**Approval of October 13, 2021 Minutes:** Motion to approve by Erika, second by Jodi. Motion carries.

**Budget/Investments Update:** Discussion was led by Lisa and Justin. We have submitted $100,000 to Charles Schwab and the balance now sits at $100,836. We do not hold any more CDs. Kim should be added to Schwab account and US Bank account now to make the transition smoother. Based on discussion at the RMASFAA meeting, it was asked if we are tracking the gains and losses of investments in QuickBooks. It was confirmed that we are.

**Safety Committee Report:** The Safety Committee has proposed recommendations for conference including requiring that everyone be vaccinated and boosted, masks be required, and a sticker method for comfort level (red means keep your distance, yellow means fist bumps okay, green means okay to approach). NASFAA is requiring vaccinations for the Leadership conference because the hotel is requiring them. If the case count drops below 200 per 100,000 cases per day for the 7 days before the conference the requirements could be revised to masks recommended. Hand sanitizer will also be available. Proof of vaccination would not be required. It was suggested that we find out what the quality of air exchange is at hotel. A lower number is better. If over 700, that means it would be highly transmittable. NeASFAA will purchase surgical masks for all attendees. It was brought up that attendees are coming from all over the state and beyond so keeping up with case rates would be difficult. Motion: Erika made a motion to recommend vaccinations and boosters and require mask at the conference and board meeting. Susan seconded. Discussion followed including what happens if someone refuses. The registration form will have the attendee agree to the safety measures. If they refuse on site, they will be asked to leave and costs (registration, travel, and hotel) will not be refunded. There is not a mask mandate in Norfolk so the hotel staff will likely not be wearing masks. It was suggested that we ask if they would be will to do so, but we need to be cognizant of overreach. Requiring negative COVID tests was discussed but the board decided that rapid tests aren’t always reliable. Vote: 7 to approve, 2 oppose, 0 abstentions.
It was suggested that this information be released as quickly as possible so that people have time to get vaccinated. Our P&P states our cancellation policy as 100% refund before 15 days and the Board can make exceptions if the request is postmarked within 15 days of event. The AG committee may need to review this further as most requests are via email. We should also be upfront and transparent about the lack of mask mandate in area, but that the NeASFAA Board made this determination for attendees’ health and safety.

**Nominations & Elections Update:** The ballot this year was full, and we had over 80% response rate. There was some confusion in the associate sector on whether they could vote. We may need to provide more clarity in the future. Bailey Jorgensen was elected President-elect, Lisa Gdowski was re-elected Treasurer, Tom Ochsner was elected as Private Sector Rep, and Mike Lubben was elected Associate Sector Rep. Justin congratulated Kim on a good job. Ballots will be destroyed after Spring conference board meeting.

There are currently only 2 applicants for the Summer Institute Advanced scholarship. The deadline is 2/1 so encourage your sectors to apply. Discussion included that the Associate sector would be unlikely to apply and the possibility of adjusting the deadline. The intention of the February 1st deadline was to be able to announce the recipient at the Spring Conference as a way to encourage new staff to apply for the beginner level scholarship. The deadline could be moved to February 15th or March 1st and would be at the President-elect’s discretion as it is on the Timeline and not in the P&P.

The FAFSA Simplification Task Force will need a new chair as Becca was elected RMASFAA president and will need to step down. The task force will continue next year since information has been slow from ED and Stacy Seim will be the new chair. Discussion included that Iowa and Illinois State Agencies have found major issues in the formula through some models they have run. They have notified ED that there will need to be technical amendment to fix the issues. A lot of states have EFC and other references in statute that will need to be updated to align with new terminology. NASFAA has provided a model to compare EFC to SAI.

**Spring 2022 Conference Update:** There is a full slate of programing ready for the Spring Conference. PDRC had a site meeting at Divots. It looks good and they are ready to go. The menus and entertainment are set. The Save the Date went out. Registration will go live early February. Matt will work with Erika and SOCS on the registration form. Room block closes March 1. Name tags will be delivered to Matt.

**SFRC Update – Introduced Bills and Lottery Update:** Since the last Board meeting, the SFRC committee helped with Fall training, which was well received. There’s nothing new in the Legislature this year that affects NeASFAA, but there are some carry overs from last year. LB200 would require the FAFSA for HS graduation, LB243 is the ACE Tech Scholarship, LB529 would change the distribution of lottery funds. At the Federal level there is the Safe Equitable Campus Resources and Education Act which would change the Clery Act to address the needs of individuals with disabilities. There are some good guidelines that institutions may want to implement even if it doesn’t pass. LB200 is unlikely to pass. Based on NCAN report of FAFSA filings for 2021, there was $20 million in Pell left on table for NE students. The requirement has been very successful in Louisiana. Ritchie had a meeting with lottery folks on the impact casinos might have on NOG. Bellevue, York, North Platte, and Sydney are casino possibilities. The Lottery Commission provided a best and worst case for NOG in a report. NOG would have been down $700,000 in the best case scenario, down $1.2 million in the worst case scenario. This could greatly impact the number of students served with NOG or the dollar amount per recipient. The Appropriations Committee has been notified. Institution support for NOG would be appreciated.
RMASFAA Update & SI: Nothing further was discussed as all information was in the report.

Business on the Table:
Spring 2022 Conference Registration Amount: There is a recommendation to offer Early Bird pricing of ½ off through March 1st, which aligns with the room block, and for full price registration to be $150. Determination of when registration will close will depend on food count dates.
Motion: Kim made a motion that registration be $150 with ½ price early bird. Sheila P seconded.
Vote: Motion carried.
Discussion continued on the Associate member rate and levels of sponsorship. The exhibitors fee is budgeted at $450. The committee recommended early bird registration for all as vendors also have to register. Associate members who are not vending will pay the same registration fees. The vendors will set up in the hallway where people will be between sessions.

Record Retention Guidelines: A subcommittee met recommend record retention. The recommendation is to retain documents for 7 years as fiscal documents must be kept that long for tax reasons. We will need to add a Historical folder to keep certain documents. The Secretary will clean up folders each year on a rolling basis.

Spring 2024 Conference Site Selection: There is a report in the folder. The decision will be between Divots and the Comfort Inn as the Courtyard is too expensive. Comfort inn is less familiar, and vending may be challenging, but it could work. We know Divots works. The number of rooms would be less if the conference is in Omaha. Members from Lincoln may commute. The timeline to make a decision was discussed. We are on track. The 2023 conference is in Grand Island. Discussion continued regarding the Comfort Inn. Parking will be free. The Board reviewed pictures and layouts. Taxes are higher in Omaha, but that expense would be on NeASFAA rather than the membership. The rooms are cheaper for attendees. Attendance may be higher in Omaha, but some may tend to go back and forth to work, skip sessions, or skip meals.
Motion: Erika made a motion to choose Comfort Inn – Grover for the 2024 conference. Renee seconded. Discussion continued. Questions arose regarding the effect of a decreased number of rooms on the contract. It did not appear there would be a major change from what was in the proposal. Some members had familiarity with this hotel in the past and were concerned that it might not be very nice. Nicole from the PDRC committee physically visited. The hotel is under new ownership. Their rates seem low compared to others, they may be trying to get people to give them a chance. Reviews online, even recent ones, are mixed. Omaha is challenging as it is very expensive and/or huge. We struggle to find something in our price range that fits our needs. Our dates are currently being held so we may lose them if a decision is not made. Due to concerns, it was decided to table this decision and that Erika will visit the hotel to get a better idea.
Motion withdrawn.

New Business:
2020-2021 Audit Report: This item was discussed in detail at the last meeting. Discussed scanning of documents with committee. Tom Ochsner will likely need to be replaced on the committee since he was elected Private Sector Rep.

Expressions of Condolences: Renee presented updated language from the Association Governance Committee based on a request for clarification regarding monetary donations in memory of former members. Lisa asked that the donation go directly to the organization rather than the family.
Motion: Renee made motion that P&P be updated based on the recommended text from AG. Lisa seconded.
Discussion continued that recently a former member passed away and it was unclear whether a monetary donation was required, whether decisions would need to be made by the full board. In the past, if a family member of a NeASFAA member passed away, a sympathy card was suggested. The new language would change that to Board discretion. It was suggested that sympathy cards be addressed separately from donations. Association Governance will continue to work on wording to be reviewed in March.
Motion withdrawn.

Gender Bylaw Update: If approved today, this change will need to be announced to the membership at least 30 days before the association business meeting as it is a bylaw change. Current wording implies 2 genders, and we need to be more inclusive. Association Governance brought language on gender neutrality.
Motion: Renee made a motion to update the bylaw to adopt the gender-neutral wording proposed by Association Governance. Kim seconded.
No discussion.
Motion carried.

New membership: College Ave Student Loans has requested membership. Representative is Ciel Senechal. They are RMASFAA members, and she was in attendance at the RMASFAA conference.
Motion: Lisa moved to approved College Ave. Erika seconded.
No discussion.
Motion carried.

Announcements/Reminders:
Next Meeting: March 23 in Norfolk with virtual option. Masks required if in person.
Susan F asked committee chairs to watch for emails, which will be sent out the 3rd week of February, regarding budgets for next year. Erika asked about updates to website and whether or not they need Board approval. The Board confirmed changes are at the Membership Committee’s discretion. Matt stated that Bellevue is not currently a member institution, but they have a representative on PDRC and have presenters slated for Spring conference. Erika reached out to Christopher in December but did not get a response. Justin will reach out. Renee asked if the new director at Chadron had been welcomed to NeASFAA. Erika will reach out. Also discussed whether the new director at Doane had been welcomed.

Adjournment: Motion to adjourn by Lisa. Second by Kim. Meeting adjourned at 11:29 a.m.

Next Board Meeting:
March 23, 2022 – Norfolk, NE
NeASFAA President Board Report

January 2022

Justin Chase Brown, President

Highlights of activities since our last board meeting in July:

1. Sent letters to our Congressional representatives as a thank you for HEERF.
2. Communicated with Treasurer regarding Lynx Investments to finalize our Schwab investment account. We should start getting Kimberly on the accounts since it takes quite a bit of time.
3. Communicated with Paula Kohles regarding the safety task force reporting recommendations for COVID safety protocols for the March board meeting.
5. Congratulated Kimberly on a successful election!
6. Reviewed minutes with Erinn.
7. Communicated with the small group assignments from the October board meeting for discussion of conference registration this year and record retention to decide at January board meeting.
8. Communicated with Erinn and Renee on a proposed change in policies to bring to the January board meeting and a ByLaw change that I’ll need to announce 30 days before the conference.

NeASFAA’s Strategic Direction:

Promote Professionalism
Train and Develop
Coordinate and Network
Influence Legislation
NeASFAA Board Meeting
January 24, 2022
President-Elect Report

Activities:

1. In October, an email requesting Nominations for the NeASFAA Board was sent to the listserv. The nominations were compiled. In November, the Nominations and Elections committee worked to fill the few remaining spots on the 2022-2023 NeASFAA Board Ballot.
2. In December the 2022-2023 NeASFAA Board Ballot was released. We received an 80% response. The responses were counted and verified by two Northeast Financial Aid Staff members. The results of the Ballot were: President-Elect: Baily Jorgenson
   Treasurer: Lisa Gdowski
   Private Sector Rep: Tom Ochsner
   Associate Sector Rep: Mike Lubben
3. The 2022 RMASFAA Summer Institute scholarship application has been added to the NeASFAA website. Notification of the scholarship and a link to the application have been emailed to the listserv. The application for the intermediate/advanced financial aid professionals (3 or more years in the field) is due February 1st. We will use the same application and begin accepting applications for the beginner financial aid professionals (less than three years in the field) in March and those will be due April 15. The Nominations and Elections Committee, made up of representatives from each sector, will choose the scholarship recipients based on the attached application through a blind review.

Respectfully Submitted,

Kimberly Vanosdall, Northeast Community College
NeASFAA President-Elect
NeASFAA Past President Board Report

Date: January 13, 2022
Submitted: Renee Besse- Past President

As past president of NeASFAA I am currently the Nebraska State Delegate representative on the RMASFAA Board of Directors. I sent an email to the listserv on December 12/10/2021 with the following highlights for the RMASFAA Board Meeting. I have received one interest in volunteering and no innovative ideas.

**Items to Calendar**
2022 Summer Institute Wichita State University June 11-17
2022 Fall Conference Utah October 9-12
2023 Fall Conference Colorado October 8-11

**Volunteerism**
Several RMASFAA committees are looking for members to join. Committee membership is a great way to begin involvement in the region and an amazing way to network with your colleagues. Send me an email if you want to know more about these opportunities.

**Time to Dream**
RMASFAA would like to invest some of their resources back into the membership by offering grants to schools or state associations for innovative projects. I am charged with taking ideas to the next Board meeting in March. If you have been dreaming of something but have been hindered because of the potential cost, please let me know. Any and ALL ideas are welcome.

Would it help to get the juices flowing if I throw out some random ideas?
Pay for a RMASFAA member to come to your campus to act as a consultant for a day
Build a state or regional training/networking program for student workers in the financial aid office
Dream BIG and let me know!

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**NeASFAA’s Strategic Direction:**

- **Promote Professionalism**
- **Train and Develop**
- **Coordinate and Network**
- **Influence Legislation**
Treasurer’s Report
January 20, 2022

Account Balances

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<td>$100,836.10</td>
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<td></td>
<td>$145,138.67</td>
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</table>

I have submitted the following reports:
1. Statement of Financial Position
2. Statement of Activity
3. Transaction Detail by Account
4. Statement of Activity Detail
5. Budget vs Actuals FY 2021-2022

Since the last meeting, Union Bank CD 586665 matured. The account was closed, and the funds were deposited into the checking account. The Association no longer has any funding in the form of Certificates of Deposit.

CD 586665
Principal $31,836.59
Interest $342.73
Total $32,179.32
11/17/2021

The Charles Schwab account 6226-1637 had an initial investment of $50,000 sent 10/8/2021 with a second investment of $50,000 being sent 12/10/2021. There was a $56 Management Advisor fee charged and to date, the account appears to be doing well.

Received Membership dues from KHEAA, Ascent Funding and York College.

The Association’s 2020 Form 990-N Electronic Notice was filed and accepted by the Internal Revenue Service on October 11, 2021. The preparation fee from Schulz & Associates, PC increased to $60 from the prior year’s charge of $50.

New deposit books and check blanks were purchased from Deluxe for a total of $145.11. This was not a budgeted item.

Respectfully submitted,
Lisa Gdowski
Treasurer
# Nebraska Association of Student Financial Aid Administrators

**Statement of Financial Position**

As of January 20, 2022

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<th>TOTAL</th>
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<td>Checking</td>
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<td><strong>Total Bank Accounts</strong></td>
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<td>Other Current Assets</td>
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<td><strong>Total Other Current Assets</strong></td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>$145,138.67</td>
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</tbody>
</table>

| TOTAL ASSETS                                 | $145,138.67 |

| LIABILITIES AND EQUITY                       |         |
| Total Liabilities                            |         |
| Equity                                       |         |
| Opening Balance Equity                       | 131,935.88 |
| Retained Earnings                            | 10,131.74 |
| Net Revenue                                  | 3,071.05  |
| **Total Equity**                             | $145,138.67 |

<p>| TOTAL LIABILITIES AND EQUITY                 | $145,138.67 |</p>
<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td><strong>Revenue</strong></td>
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**Total for Checking**

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**Total for CO 58665 Union Bank 11/8/21**

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**Total Income**

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**Total for Recognized Income**

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**Total for PRC Committee Credential**

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**Total for Board Meetings**

Accrual Basis: Thursday, January 20, 2022 09:01 AM GMT-08:00
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# Nebraska Association of Student Financial Aid Administrators

## Statement of Activity Detail

### October 9, 2021 - January 29, 2022

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Accrual Basis Thursday, January 20, 2022 09:03 AM (GMT-06:00)
# Nebraska Association of Student Financial Aid Administrators

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*July 2021 - June 2022*

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<td>-11,100.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>5,350.04</td>
<td>30,032.00</td>
<td>-24,682.00</td>
<td>17.81 %</td>
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<td>Uncategorized Income</td>
<td>3,615.04</td>
<td>3,615.04</td>
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<td><strong>Total Revenue</strong></td>
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<td>30,032.00</td>
<td>-21,066.96</td>
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<td><strong>GROSS PROFIT</strong></td>
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<td>29.85 %</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<td></td>
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<tr>
<td>Bank Charges &amp; Fees</td>
<td>56.00</td>
<td>56.00</td>
<td>-56.00</td>
<td></td>
</tr>
<tr>
<td>Membership Committee</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing/Postage</td>
<td>25.00</td>
<td>-25.00</td>
<td></td>
<td></td>
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<td>Welcome Project</td>
<td>100.00</td>
<td>-100.00</td>
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<tr>
<td><strong>Total Membership Committee</strong></td>
<td>125.00</td>
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<tr>
<td>PDRC Committee</td>
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<tr>
<td>Credentialing</td>
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<td>-900.00</td>
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<td>Meeting Expense</td>
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<tr>
<td>Spring Conference</td>
<td></td>
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<tr>
<td>AV Equipment</td>
<td>100.00</td>
<td>-100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td>500.00</td>
<td>-500.00</td>
<td></td>
<td></td>
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<tr>
<td>Meals/Breaks</td>
<td>9,500.00</td>
<td>-9,500.00</td>
<td></td>
<td></td>
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<tr>
<td>Prestigious Awards</td>
<td>550.00</td>
<td>-550.00</td>
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<tr>
<td>Printing/Postage</td>
<td>250.00</td>
<td>-250.00</td>
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<td>Speaker</td>
<td>4,050.00</td>
<td>-4,050.00</td>
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<td>Virtual Meeting/Conference Space</td>
<td>700.00</td>
<td>-700.00</td>
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<tr>
<td><strong>Total Spring Conference</strong></td>
<td>15,650.00</td>
<td>-15,650.00</td>
<td></td>
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<tr>
<td><strong>Total PDRC Committee</strong></td>
<td>1,000.00</td>
<td>17,950.00</td>
<td>-16,950.00</td>
<td>5.57 %</td>
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<td>President/President Elect</td>
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<td></td>
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<td>Board Meetings</td>
<td>1,204.82</td>
<td>250.00</td>
<td>954.82</td>
<td>481.93 %</td>
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<td>Leadership Conference</td>
<td>931.97</td>
<td>3,000.00</td>
<td>-2,068.03</td>
<td>31.07 %</td>
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<td>NASFAA Conference</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>-1,500.00</td>
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<td>President's Task Force - FAFSA Simplification</td>
<td>850.00</td>
<td>850.00</td>
<td>-850.00</td>
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<td>President's Task Force - Safety</td>
<td>1,000.00</td>
<td>-1,000.00</td>
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<tr>
<td>RMASFAA Conference</td>
<td>158.34</td>
<td>1,000.00</td>
<td>-841.66</td>
<td>15.83 %</td>
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<td>RMASFAA Support</td>
<td>625.00</td>
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<tr>
<td>Summer Institute Scholarship</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>0.00</td>
<td>100.00 %</td>
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<tr>
<td><strong>Total President/President Elect</strong></td>
<td>3,795.13</td>
<td>9,725.00</td>
<td>-5,929.87</td>
<td>39.02 %</td>
</tr>
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</table>

Accrual Basis  Thursday, January 20, 2022 09:09 AM GMT-06:00  1/2
# Nebraska Association of Student Financial Aid Administrators

## Budget vs. Actuals: 2021-2022 Budget - FY22 P&L

July 2021 - June 2022

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>OVER BUDGET</th>
<th>% OF BUDGET</th>
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<tr>
<td>Cards/Memorials/Flowers</td>
<td>75.00</td>
<td>-75.00</td>
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<td>Microsoft Business Basic Implementation</td>
<td>276.75</td>
<td>756.00</td>
<td>-479.25</td>
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<td><strong>Total Secretary</strong></td>
<td>276.75</td>
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<td>Treasurer</td>
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<tr>
<td>Association Liability Policy</td>
<td>500.00</td>
<td>-500.00</td>
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<td>Banking Expense</td>
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<td>Intuit Quickbooks Plus Online</td>
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<td>Tax Preparation</td>
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<td><strong>Total Treasurer</strong></td>
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<td><strong>Total Expenditures</strong></td>
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<td>NET OPERATING REVENUE</td>
<td>$3,071.05</td>
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<tr>
<td>NET REVENUE</td>
<td>$3,071.05</td>
<td>$0.00</td>
<td>$3,071.05</td>
<td>0.00%</td>
</tr>
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</table>
Secretary Report
NeASFAA Board of Directors Meeting
January 28, 2022

I took minutes at the October 13th Board meeting and compiled the full minutes for the January meeting. Lisa, Ritchie, and I met about record retention and storage guidelines for the Office 365 account. I assisted in sending out HEERF letters to Congress members by putting the letters on NeASFAA letterhead and creating both electronic copies to be emailed and physical copies which were sent via postal mail.

Respectfully submitted,

Erinn M. Brown
NeASFAA Board Meeting
January 27, 2022
4-Year Sector Report

At this time, I have not received any updates needed to be brought to the board for discussion.

Respectively Submitted,

Sheila Pourier
4-Year Sector Representative
Two-Year Public Sector Report

January 28, 2022 Board Meeting

The following updates were provided to me by our membership:

- Kaitlin Westerhaus started as a Financial Aid Specialist at Northeast Community College on 1/17/2022.

Respectfully submitted by Erika Kampschnieder, Two-Year Public Sector Representative
The Private Sector has not been able to meet in 2022, and I have sent several emails out inquiring about scheduling a meeting or anything to be brought to the board with response only to my last email.

It is a general consensus that while most of our institutions would like to have in-person events the pandemics may make that a questionable choice. We also have a couple of institutions that travel restrictions or their travel budgets have been completely cut.

Respectfully,

Susan Collins
Private College and University Sector Representative
I sent an email to all Associate Sector Members and asked them the following questions:

- Asked if they had any questions or issues for me to bring to the Board Meeting - they did not have anything that they needed to be discussed.
- If they have any travel restrictions at this time – for those that responded none of them had a travel restriction.
- Would they be attending the Spring Conference in person – again those that responded plan to participate in person.
NeASFAA Association Governance Board Report

Date: January 13, 2022

Submitted: Renee Besse- Chair

The Association Governance Committee met January 12th to review one request to review/update section 7.15 Expressions of Condolences in the Policies and Procedures Manual and one request to review/update the Bylaws – Section 5 -Gender under ARTICLE XII: GENERAL PROVISIONS.

Current:

790 7.15 Expressions of Condolences
791 From time to time it may be appropriate for NeASFAA to express condolences upon the death of a
792 NeASFAA member or a family member. These guidelines are provided as a suggested response. At the
793 discretion of the President, alternative expressions may be approved.
794 In remembrance of a NeASFAA member, a donation of $25 is suggested. The President shall direct the
795 Treasurer to send a check to the Secretary. The Secretary will send a sympathy card along with a check to
796 the member's family.
797 In remembrance of a spouse, child or parent of a NeASFAA member, a sympathy card is suggested. As
798 notified by the NeASFAA membership, the Secretary may send a sympathy card to a NeASFAA member.
799 In all situations, the Secretary shall send an e-mail to the NeASFAA list serve notifying the membership at
800 large of any expressions of condolences.

Update text below is suggested to replace lines 794-798

In remembrance of a current NeASFAA member, a memorial of $25 is suggested. The President shall direct the Secretary to send a sympathy card to the family indicating the recipient of the memorial. The memorial check will be sent directly to the designated organization by the Treasurer.

Other remembrances will be made at the discretion of the Board of Directors. Upon Board approval, the Secretary will send a sympathy card to the family and if directed the Treasurer will send a memorial directly to the organization. Examples might include children, spouse or parent of current members, past members, retired members or regional and national colleagues.

NeASFAA’s Strategic Direction:

| Promote Professionalism | Train and Develop | Coordinate and Network | Influence Legislation |
Current:

ARTICLE XII: GENERAL PROVISIONS
Section 1. Fiscal Year The fiscal year of the Corporation shall be from the 1st day of July through the 30th day of June.

Section 2. Corporate Seal The seal of the Corporation shall contain the name of the Corporation.

Section 3. Amendment All or any portion of these Bylaws may be altered, amended or repealed, or new By-laws adopted, only by the voting representatives of the Corporation. Such proposed amendment(s) shall be provided, in writing, to the membership no later than thirty (30) days prior to a vote on the amendment(s) at the annual meeting of the members.

Section 4. Voting Representatives The voting representatives of the Corporation shall come from the institutional and associate members of the Association for the purposes of electing members to the Board of Directors and other general business before the Corporation. Each member organization shall indicate, to the Secretary of the Corporation, the person designated as its voting representative.

Section 5. Gender Words imparting a particular gender shall include the other gender where the text requires

Update text below is suggested to replace all current working in Section 5:

Section 5: GENDER NEUTRALITY. All personal pronouns used in NeASFAA documents, whether used in the masculine, feminine or neuter gender, shall include all other genders, and the singular shall include the plural and vice versa.
Membership Connections Report

January 28, 2022 Board Meeting

The membership directory was compared to the membership dues roster and the following organizations were removed.

1. Bellevue University (The voting member was contacted as their organization did volunteer at our fall training, with an exception that no late fee would be assessed if they renewed membership)
2. Ascendium Education Group
3. Earnest Student Loans, A Navient company
4. General Revenue Corp
5. Nelnet

The board has one request for new membership to consider:

1. College Ave Student Loans, Ciel Senechal
   a. College Ave has simplified the student loan process, so students can get moving on what matters most “preparing for a bright future!” Check out our website to learn more about loan options and how we can help students and families find the best fit for them in seconds.

I have reached out to Justin Chase Brown of UNL for clarification on if the Nebraska College of Technical Agriculture. They are currently listed as an independent school on the Membership Directory by Institution however they are combined with UNL for membership dues. If they are not a separate school on the roster, I would like to reformat as an additional location under UNL on the directory to match formatting of other institutions with multiple locations.

The fall training attendees were compared to our membership directory. A handful of participants were identified as non-members. Bellevue University was contacted about renewing membership. The other individuals were harder to identify exact affiliations. Matt Johnson and Justin Brown are collaborating with the committee to determine course of action.

Numerous updates have been made to the directory to reflect staffing changes.

A section was added to the website to display 2021-22 Advocacy Letters sent by NeASFAA.

The RMASFAA Summer Institute Scholarship Application was added to the website and should be removed after the application period ends.

Respectfully submitted by Erika Kampschnieder, Membership Connections Chair
Since the BOD last met, PDRC has worked on spring 2024 conference venue proposals, fall training, and the upcoming spring conference. The following is a synopsis of those activities.

Conference venue proposals have come in and have been listed for the BOD to consider. The folder I have created includes most of the documentation receive from the different hotels that we considered per the direction of the board to have the conference in the eastern part of the state – Omaha if possible. You will find proposals from three sites on the spreadsheet created for the sake of comparison – NeASFAA 2024 Conference Venue Proposal. This along with the other documents may be reviewed by the board for the sake of selecting the 2024 site. The three venues are – Comfort Inn Grover location, Omaha, Courtyard in Bellevue, and Divots in Norfolk.

Fall training was held November 17, 2021 in collaboration with the SFRC committee. Much thanks to Diana and her team. The following is the presentations and presenters.

9 am - Session 1. Presented by Mary Sommers/Ritchie Morrow/SFRC committee “The Nebraska Unicameral and Advocacy”
10 am - NeASFAA Coffee break, Sponsored by Shiela Cain with Professional Choice Recovery
10:30 am - Session 2, Presented by Jo Tederman/Christopher Simpson “Policies and Procedures – Definition, Development and Dissemination”

Additionally, I want to thank the presenters Mary Sommers, Ritchie Morrow, Jo Tederman and Christopher Simpson for the excellent training. I also thank Shiela Cain and her staff that joined the call during the Coffee Break time.

Fall training was a success. We had over 90 persons on the Zoom session. The exact count was difficult to ascertain not knowing who and when persons logged in and out and also not always knowing who was logged in based on screen name. All of the attendees were forwarded to Erika and her team to vet the attendees and try to determine who attended as members or nonmembers.

The rest of the committee’s time and attention has been devoted to the Spring Conference. Things appear to be on track with having things in place. I am going to bullet point our activities below.

- My team has been divided up into subcommittees to manage the conference details
- Theme has been decided on “Family Reunion”
- Logo has been designed.
- Save the date information should be out
- Initial Award solicitation should be out
- Site preparation meeting was held at Divots on Jan 6th
  - Meal Planning complete
  - General Session and Breakout Rooms Designated
  - Electronics needs and availability ascertained
  - Room Block in order
    - March 1 the room block gets released
- Conference Registration is slated to go out the first week in February
- Conference Program 90% in place. Working out details with two presenters
- Brenda Hicks will give NASFAA update in person.
- There will be two credentialing sessions – Consumer Information and Campus Based Programs
- Federal Presenter in place and topics determined. This is presented remotely
- Entertainment has been determined
- Décor planning is being worked on
NeASFAA Board of Directors Meeting
State and Federal Relations Committee
January 28, 2022

Since the last Board meeting, the State and Federal Relations Committee participated in the November 17th training that was hosted by the PDRC. Ritchie Morrow and Mary Sommers presented on the Unicameral and Advocacy.

The Nebraska Legislature is now in session again, so there will be more communication coming regarding pending legislation that may affect our members.

Respectfully Submitted,

Diana Oglesby
Casinos will soon be established in Nebraska. The Lottery Commission has estimated how having casinos in the state will affect the sale of lottery tickets of which the proceeds benefit many programs including the Nebraska Opportunity Grant. The estimate examines sales in each of the six counties with horse racing tracks where casinos are likely to be hosted: Adams, Dakota, Douglas, Hall, Lancaster, and Platte.

Best case scenario the Lottery Commission, based on information from other states and surveys they have done, estimate 28% of regular lottery players who live in the above counties will reduce their lottery purchases by 10% once casinos open. Had this happened in FY20 the lottery disbursement to the NOG program would have been just under $10.3M vs the actual amount of $11M.

Worst case scenario the Lottery Commission has done an estimate based on all lottery players state-wide reducing their lottery purchases by 10%. Had this happened in FY 20 the lottery disbursement to the NOG program would have been $9.8M vs $11M.
NeASFAA Safety Task Force Report  
January 27, 2022

Nebraska COVID Case Rate Map – positive cases over the last 14 days

1/21/2022:
Madison County is 54% vaccinated and their positive cases in the last 14 days are 2,793/100k people.
Douglas County is 70% vaccinated and their positive cases in the last 14 days are 2,859/100k people.
Lancaster County is 71% vaccinated and their positive cases in the last 14 days are 3,374/100k people.

1/27/2022:
Madison County is 54% vaccinated and their positive cases in the last 14 days are 2,850/100k people.
Douglas County is 71% vaccinated and their positive cases in the last 14 days are 2,469/100k people.
Lancaster County is 71% vaccinated and their positive cases in the last 14 days are 3,246/100k people.

UNMC’s Higher Education Pandemic Mitigation and Response Guide

Current UNMC Guidance:
All faculty, staff, and students must be fully vaccinated to be on campus. Spring classes that can be held virtually should be virtual (such as lecture only courses) to begin the semester. Courses with labs and clinicals can be in person. All faculty, staff and students are required to wear an KN-95 or N-95 mask on campus (unless in a private office alone). Only essential travel is allowed.

Questions for the Board to consider:

1. Do any institutions have travel restrictions?
2. Are folks comfortable with an in person conference or would they prefer meeting virtually?
3. What precautions is Divots taking to safely host the conference? What is the quality of the air exchange at Divots? Anything above 700 means the virus is highly transmittable – low numbers mean it’s highly unlikely to be transmittable.
4. What are the minimum room booking and food requirements and will we be able to meet them if we hold an in person conference?
5. Does Divots have a deadline to cancel? Is there an option to postpone the conference at Divots until 2023?
Recommendations for an in person conference:

1. Recommend all attendees be fully vaccinated.
2. Mask requirement (provide surgical or KN95 masks to attendees) unless the case count drops below 200 positive cases per 100k people/day for the 7 days prior to the conference in Madison, Douglas, and Lancaster counties as outlined in Omaha’s current mask mandate.
3. Use the sticker approach – green, yellow, and red to add to name tags (same as the RMASFAA Conference and that will be used for the NASFAA Leadership Conference).
4. Provide containers of hand sanitizer in public spaces throughout the meeting, vendor and eating areas.
5. Increase social distancing during sessions and meals by seating fewer people at tables.
To: NeASFAA Board of Directors  
From: J. Ritchie Morrow  
RE: Special Conference Committee

On Thursday, December 9, Matt Johnson, Sheila Pourier, Lisa Gdowski, Susan Frodyma and I met to discuss what we felt should be charged for this year’s annual conference. After brainstorming a number of ideas we settled on the proposal of setting an early-bird date for registrations to be submitted. Any registration submitted prior to that date the registration fee would be ½ price. Any registrations submitted after the early-bird date would be charged the normal registration fee. The goal would be to encourage a strong attendance to our first in-person conference in two years.
On Thursday, December 9, Lisa Gdowski, Erinn Brown and I met to discuss record retention rules for NeASFAA documents within our Microsoft Basic Business account. After a brief discussion we propose to the Board that regular NeASFAA documents would be maintained for 7 years which lines up with rules established for financial documents. The process would be as follows:

- The Secretary would combine the Board of Director minutes with all other reports from the previous Board meeting and post them in the next Board meeting folder for approval, as is the current process.
- After the minutes are approved by the Board, the Secretary will move the combined minutes/reports document back into the folder when that meeting was held and all individual documents would be deleted so that only the main combined document would remain. This way there would not be two of all reports.
- Once a Regular BOD Meeting Reports folder reaches 7 years the Secretary will delete the folder.

A special Historical folder will be created for those documents that the Board feels should be held forever. This may include but not be limited to documents which established NeASFAA, special pictures, lists of award recipients, locations of conferences, etc. This folder will be maintained by the Historian with assistance from other board members as needed.
## NeASFAA 2024 Conference Proposal

### Potential Sites
- **Location**: Norfolk
- **Dates**: March 22-24, 2024

### Divots Conference Center
- **Location**: Omaha
- **Dates**: March 22-24, 2024

### Comfort Inn - Grover
- **Location**: Omaha
- **Dates**: March 22-24, 2024

### Courtyard - Bellevue
- **Location**: Omaha
- **Dates**: March 22-24, 2024

### Hotel/Room Information

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<thead>
<tr>
<th>Hotel</th>
<th>Option</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Comfort Inn - Grover</td>
<td>10 Wed night and 40 for Thursday</td>
<td>N/A</td>
</tr>
<tr>
<td>Courtyard - Bellevue</td>
<td>10 Wed night and 40 for Thursday</td>
<td>Can propose 1 yr 10 days ahead by their policy</td>
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<tr>
<td><strong>Taxes</strong></td>
<td>5.5% tax plus lodging of 5%</td>
<td>18.16%</td>
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<td><strong>Hotel Ammenities</strong></td>
<td>business center, bar&amp; grill, pools, hot tub, WiFi, conversation nooks, fitness center</td>
<td>business center, complimentary breakfast guests/7.95 non-guests, free parking, pool, fitness center, WiFi</td>
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<tr>
<td>Meeting Room Rentals</td>
<td>$500 one time charge for conference</td>
<td>Up to $5000 for the conference, depending on space used</td>
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<tr>
<td>Transportation</td>
<td>none</td>
<td>shuttle within 5 mile radius, no transportation airport</td>
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<tr>
<td>Other</td>
<td>1 guest room comped for two days</td>
<td>1 comp room per 25 booked, no attrition, 14 days cut off</td>
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</table>

### Food - See other sheets for more info

| Breakfast Buffet | $1 to $2.95 per item | 7.95 non-guests, included for guests |
| Lunch Buffet | $1 to $2.95 per item | 9.95 - 11.95 per person |
| Plated Lunch | 12.95 / 18.95 per meal | 11.95 - 23.95 per person |
| Dinner Buffet | 14.95 / 27.95 per meal | 11.95 - 23.95 per person |
| Plated Dinner | 14.95 / 27.95 per meal | 17.95 - 24.95 per person |
| Bar - Per Bar | cash bar available. No additional charge | 150 for bartender/cash bar |
| Tax & Gratuity | 18% gratuity / 7% tax | 20% gratuity / standard taxes apply |
| Other | Meals arrangements finalized 14 days in advance | mostly offer buffets for meals / plated meals extra, $150 tasting fee, price range is subject to change depending on food cost but they do offer curated menus to fit a budget or our requests as needed (i.e., menu is not all inclusive) |
| AV Costs | no additional, projectors, sound systems, three microphones, portable sound system available, portable screen available, IT personnel available | no additional, screens available, microphone and projectors, 20% service fee to bring in other AV equipment -- No technician assistance |
| Vendor Tables | no additional | no additional |
| Deposit | none | none |
| Cancellation: % of anticipated revenues - sleeping rooms/food and beverages, etc | cancellation within 6 months charged 50% of contract, Cancellation within 30 days 100% | no minimums / no cancellation fee |

### Audio/Visual

| AV Costs | 150 for av package, projector, screen, mic, $90 for lapel mic separate |

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**Note:** All prices are subject to change and should be confirmed with the respective hotels.

**Dates:**
- March 20-22, 2024 or March 27-29, 2024
- March 20-22, 2024 or March 27-29, 2024
- March 20-22, 2024 or March 27-29, 2024

**Location:**
- Norfolk
- Omaha
- Omaha
<table>
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<tr>
<th>Year</th>
<th>Attendees</th>
<th>Room Rate</th>
<th>Hotel, Location</th>
<th>Theme</th>
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</thead>
<tbody>
<tr>
<td>Norfolk</td>
<td>2021</td>
<td>$94.00</td>
<td>Virtual -</td>
<td></td>
</tr>
<tr>
<td>Norfolk</td>
<td>2020 cancel</td>
<td>$94.00</td>
<td>Divots, Norfolk, Ne</td>
<td>Roaring 2020</td>
</tr>
<tr>
<td>Kearney</td>
<td>2019</td>
<td>$104.95</td>
<td>Holiday Inn, Kearney, NE</td>
<td></td>
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<tr>
<td>Columbus</td>
<td>2018</td>
<td>$91.00</td>
<td>River's Edge, Columbus, NE</td>
<td>Dare to Discover</td>
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<tr>
<td>Lincoln</td>
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<td>$119.00</td>
<td>Embassy, Lincoln, NE</td>
<td>50th Anniversary</td>
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<td>Kearney</td>
<td>2015</td>
<td>70</td>
<td>Holiday Inn, Kearney, NE</td>
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</tr>
<tr>
<td></td>
<td>2014</td>
<td>73</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
November 9, 2021

Jordan Eisenmenger
1215 30th Ave
Kearney, NE  68848

Dear Jordan:

Thank you for the opportunity to do this proposal for NeASFAA. The date I have held within our system is March 20-22, 2024. The date of March 27-29, 2024 is also available.

I have bolded and underlined certain items in our proposal letter, ones that have addressed specifically your inquiries.

If you have any questions, please feel free to call. My cell phone is often the best way to reach me. That number is 402-649-0699 or by email at dherrick@divotsconference.com.

Best to you,

Donna L. Herrick

Donna Herrick, owner
Divots Conference Center and Norfolk Lodge & Suites
4200 West Norfolk Avenue
Norfolk, NE  68701
NeASFAA CONFERENCE PROPOSAL
Divots Conference Center and Norfolk Lodge & Suites

Dates and Guestroom Accommodations

It is our pleasure to welcome you to Divots Conference Center and Norfolk Lodge & Suites. The Lodge is pleased to offer you this special group rate:

• $104.49 for guest rooms, up to two guests / room.

• Plus following tax: Out of city limits with state tax of 5.5% and lodging tax of 5.0%. Effective 4/1/2022 we will be annexed and state and city tax will equal 7.0%

Rooms presently being held for your group:

10 guest rooms for Wednesday, March 20, 2024 and 40 rooms for Thursday, March 21, 2024.

One guest suite will be complimentary for two days.

This will be for up to 2 adult guests per room and includes a very nice extensive hot and cold continental breakfast, which is very well received and complimented by our guests.

These rooms will be held exclusively for your group until Wednesday, February 21, 2024, approximately 4 weeks prior to your event. After that date, they will be released to the public, however we can extend the drop off time for an additional week upon request.

The following are included with your stay:

• Ironing Boards and irons in all rooms.
• Two bottles of complimentary water in all rooms.
• Robes for your use while a guest at the hotel.
• Luxurious bedding.
• Free parking.
• Beautiful atrium swimming pool and large hot tub.
• Free in room coffee.
• Wireless connection available throughout the property, including restaurants.

• Complimentary hot and cold extensive continental breakfast included for guests staying at the hotel.

• Numerous conversation nooks throughout the property.
- SandBar & Grill is available for your food and beverages 4-10 PM
- Everything is under one roof.

Divots Conference Center

The following information includes our understanding of the dates and meeting needs.

March 20, 2024 (Wednesday) - March 22, 2024 (Friday)

On Wednesday, March 20, Banquet Hall (Rooms A,B. and C), plus Madison and Carson Rooms, and Dakota room.

On Thursday, March 21, Carson and Madison Room, Banquet Hall, and Dakota Room.

On Friday, March 22, Banquet Hall, Dakota Room, and Carson Room, if needed.

There will be a one time charge of $500. That includes all meeting space, as well as audio visual (LCD projectors, screens, sound system, and microphones). Vendor Tables and Skirting, and miscellaneous fees not related to food and beverage needs will be complimentary. The Norfolk Visitor's Bureau would be willing to help with registration, name tags, and visitor's bags.

Room A, B, and C all have projectors. A and C are ceiling mounted and B is on a cart. All 3 of these rooms have good sound systems. There are two different channels for the microphones and a total of 3 microphones. The Dakota Room, Madison Room, and Carson Rooms are each about 900 square feet and for most purposes do not need microphones. If so, we do have a portable system that can be used. In addition to the projectors for the Conference Room (A,B, and C), we would have a portable projector.

Our event managers are able to field most common concerns or problems with the technology issues. However, we do have IT personnel that could be present to assist you in getting started.

Yes, you can connect via distance technology, such as Zoom and Skype.

All rooms have screens.

We do not require a minimum food purchase.

There is an 18% gratuity and 7% tax added to the cost of the food.

Food is available for breaks. You can just let us know and we should be able to accommodate whatever you desire. Our kitchen is very full service and able to do whatever any restaurant or convention center service provides.

We do not allow outside food since we have a full service kitchen.
Much of the menu can be tasted off the SandBar menu. We do not normally make pot roast or roast beef for tasting as a large quantity of it is usually produced for a large meeting or a wedding. There may also be a few other items that we do not provide tasting as they are prepared in larger quantities.

Continental breakfast, buffet, and plated meal options are all available.

Cash Bar is available, where each guest pays for their own drinks. We have a nice event bar which is part of the conference center. There is no additional charges for that service.

Amenities available on site: Vending machines, sand volleyball, miniature golf, swimming pool, hot tub, brewery and tap room, restaurant.

Downtown Norfolk has been newly developed and there is great shopping, ax throwing, and a fun environment with many good restaurants / bars. Frequently there is music or comedy shows.

We have a small business center, with computer and printer.

Nearest airport would be Omaha or Sioux Center, Iowa. Occasionally we will see a service from Omaha that brings guests. Rental car from Omaha seems to be most popular method for guests to arrive if not driving their own vehicles here.

Parking on property is free and ample parking available.

This conference takes up all but one-two small meeting rooms. Therefore, there will be no other event at this time.

We do have a restaurant on site, the SandBar & Grill, for your dining pleasure and/or recreation. We also opened a Brewery in 2014. In December of this year we will open Divots Brewery across the street and it will have a small tap room within. Come watch the brewing process as it takes place.

Thank you for the opportunity to put this proposal together for you. We would be honored to host the NeASFAA conference. Thank you so much for the opportunity for us to do a bid for this meeting.

Please feel free to contact me should you have any questions. My cell phone is 402-649-0699. We look forward to hearing from you and seeing you in Norfolk!

Regards,

Donna Herrick, owner
Norfolk Lodge & Suites and Divots Conference Center
4200 West Norfolk Ave
Client/Event:
NeASFAA Hospitality Room
Contact Information

NEASFAA - Jordan Eisenmenger

Event Date:
Wednesday, March 20, 2024
Room(s) Madison Room

Schedule
Social Room reserved in case they want to do a Hospitality Room

Estimate

<table>
<thead>
<tr>
<th>Rent (non-tx)</th>
<th>Quantity</th>
<th>Amount</th>
<th>Net Amount</th>
<th>Item Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison Room (Hotel Room Required)</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Net Total $0.00
18.00% Gratuity $0.00
5.50% Tax $0.00
Total Estimate $0.00

DH Proposal
Event Date:
Wednesday, March 20, 2024

Room(s)  Banquet Hall [A+B+C]

Schedule

Set Up  8:00:00 AM  Will set up facility for meeting on Thursday
        Board Room style for 25-30. Meeting time TBD. Dakota Room.

Lunch  12:00:00 PM  No Dinner Planned

End  5:00:00 PM

<table>
<thead>
<tr>
<th>Estimate</th>
<th>Quantity</th>
<th>Amount</th>
<th>NetAmount</th>
<th>Item Note</th>
</tr>
</thead>
</table>
| 1 | $0.00 | $0.00 | Break drink items range from $19-$22/gallon

Ala Carte

<table>
<thead>
<tr>
<th>Ala Carte Items</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Break food items range from $20-$28/dozen</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Customized Food Selections</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Lunch meals range from $12.95-$18.95/meal</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Customized Food Selections</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Breakfast items range from $1-$2.95/meal</th>
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</thead>
</table>

Dessert

<table>
<thead>
<tr>
<th>Dessert</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Desserts range from $3.25-$4.95/serving</th>
</tr>
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</table>

Food

<table>
<thead>
<tr>
<th>Customized Dinner</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Dinner meals range from $14.95-$27.95/meal</th>
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</table>

Hors doeuvres

<table>
<thead>
<tr>
<th>Hors d'oeuvres</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Appetizers range from $10-$38/dozen</th>
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</thead>
</table>

Rent (non-tx)

<table>
<thead>
<tr>
<th>Madison Room (Hotel Room Required)</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Complimentary Hospitality Room</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rent per Special Event</th>
<th>1</th>
<th>$500.00</th>
<th>$500.00</th>
<th>Use of all meeting space (Ballroom, Nebraska, Dakota), projector/projector screen(s), microphone(s), skirting of table(s) as needed,</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dakota Room</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>$100 Value, classroom style</th>
</tr>
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</table>

Rent (taxable)

<table>
<thead>
<tr>
<th>Podium</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>Complimentary</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Table w/ Skirt</th>
<th>1</th>
<th>$0.00</th>
<th>$0.00</th>
<th>3-5 Vendor Tables in Link ($8 value per table). Complimentary</th>
</tr>
</thead>
</table>

Net Total  $500.00

18.00% Gratuity  $0.00

5.50% Tax  $0.00

Total Estimate  $500.00

DH Proposal

Monday, November 8, 2021
### Event Date:
**Wednesday, March 20, 2024**

**Room(s)**  
Carson Room

**Schedule**  
Meeting  
Optional use room available if needed.

<table>
<thead>
<tr>
<th>Estimate</th>
<th>Quantity</th>
<th>Amount</th>
<th>NetAmount</th>
<th>Item Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent (non-tx)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carson Room (Hotel Room Required)</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Net Total $0.00  
18.00% Gratuity $0.00  
5.50% Tax $0.00  
**Total Estimate** $0.00

**Proposal - DH**

### Event Date:
**Thursday, March 21, 2024**

**Room(s)**  
Carson Room

**Schedule**  
Meeting  
Room is additional should need arise for an additional room.

<table>
<thead>
<tr>
<th>Estimate</th>
<th>Quantity</th>
<th>Amount</th>
<th>NetAmount</th>
<th>Item Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent (non-tx)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carson Room (Hotel Room Required)</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Optional use room, Complimentary</td>
</tr>
</tbody>
</table>

Net Total $0.00  
18.00% Gratuity $0.00  
5.50% Tax $0.00  
**Total Estimate** $0.00

**DH Proposal**
**Event Date:**  
Thursday, March 21, 2024  

**Room(s)**  
Madison Room  

**Schedule**

| Social | Room reserved in case they want to do a Hospitality Room |

<table>
<thead>
<tr>
<th>Estimate</th>
<th>Quantity</th>
<th>Amount</th>
<th>NetAmount</th>
<th>Item Note</th>
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</thead>
<tbody>
<tr>
<td>Rent (non-tx)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Madison Room (Hotel Room Required)</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

| Net Total | $0.00 |
| 18.00% Gratuity | $0.00 |
| 5.50% Tax | $0.00 |
| Total Estimate | $0.00 |

**DH Proposal**
Event Date: Thursday, March 21, 2024

Room(s) Banquet Hall [A+B+C]

Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Session</td>
<td>Time TBD</td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>Time TBD</td>
</tr>
<tr>
<td>Meeting</td>
<td>8:00:00 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00:00 PM</td>
</tr>
<tr>
<td>End</td>
<td>4:30:00 PM</td>
</tr>
<tr>
<td>Cash Bar</td>
<td>5:00:00 PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>6:00:00 PM</td>
</tr>
<tr>
<td>End</td>
<td>10:00:00 PM</td>
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Estimate

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
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<th>Net Amount</th>
<th>Item Note</th>
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<tbody>
<tr>
<td>Rental of facility for all 3 days listed on Day 1 of Event. Food option price guidelines listed on Day 1. AV costs included in the one time property fee.</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Rent (non-tx)</td>
<td>Daktota Room</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Banquet Hall w/ Food</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1000 / day Value, Room A- Classroom Style, Dakota Room - Classroom style Room B- Classroom style Room C Rounds for general session &amp; meals. (Rooms may be changed for better allocation. ) Carse Room held in reserve</td>
</tr>
</tbody>
</table>

Net Total  $0.00
18.00% Gratuity  $0.00
5.50% Tax  $0.00
Total Estimate  $0.00

DH Proposal
Event Date:  
Friday, March 22, 2024  

Room(s)  Banquet Hall [A+B+C]  

Schedule  

<table>
<thead>
<tr>
<th>Time</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>General Session</td>
<td>Time TBD</td>
</tr>
<tr>
<td>Break Out Session</td>
<td>Time TBD</td>
</tr>
<tr>
<td>Brunch</td>
<td>Time TBD</td>
</tr>
<tr>
<td>End</td>
<td>Time TBD</td>
</tr>
<tr>
<td>Meeting</td>
<td>Time TBD</td>
</tr>
</tbody>
</table>

Estimate  

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Amount</th>
<th>NetAmount</th>
<th>Item Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Rental of facility for all 3 days listed on Day 1 of Event. Food option price guidelines listed on Day 1. AV costs included in the one time property fee.</td>
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</table>

Rent (non-tx)  

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Amount</th>
<th>NetAmount</th>
<th>Item Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dakota Room</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Banquet Hall w/ Food</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Rent (taxable)  

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Amount</th>
<th>NetAmount</th>
<th>Item Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound System</td>
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<td>$0.00</td>
</tr>
<tr>
<td>LCD Projector with Screen</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Net Total $0.00  
18.00% Gratuity $0.00  
5.50% Tax $0.00  
Total Estimate $0.00  

Proposal. DH
Proposal.-DH

No Outside Food Policy
Divots DOES NOT allow any outside food or beverages to be brought in except wedding cakes, nut and mints. A surcharge of 50% value of any non-approved food and/or beverage will be implemented.

Confirmation Deposit
Divots requires a non-refundable confirmation deposit equal to the room rental rate to lock in the date. This amount will be credited to the bill at the time of service. Divots reserves the right to give rebook any unlocked dates. Payment of confirmation deposit is an acknowledgement and acceptance of all Divots policies.

Security and Damages
Private security will be arranged by Divots at an additional charge for all weddings and large events. This is required and not an optional expense. Divots will not be responsible for any missing items before, during, or after a function, or for materials or articles set-up prior to the function or left unattended at any time. The lessee(s) is/are responsible for their guests that attend the function, and will be held liable for any damages due to behavior on behalf of their guests.

Prices
Divots is a growing conference center, and reserves the right to change prices according to the market. While we will strive to provide you with the closest estimation possible, it is just impossible to know the value of the market six months, one year, or two years from the present. The prices in this menu reflect the current prices and are subject to change. We will attempt to apprise our customers of any changes in prices after a menu has been selected. We are pleased to provide our customers with the highest quality of service, food, and atmosphere.

Alcoholic Beverages
The sale and service of all alcoholic beverages is regulated by the state of Nebraska, and Divots is responsible for the administration of these regulations. Underage drinking is strictly prohibited at Divots. Please inform your guests that proper identification is required for all alcohol service. Our staff will monitor guest drinking and may request to see identification for anyone consuming alcohol. If underage drinking occurs, Divots will contact law enforcement agencies and reserves the right to discontinue alcohol service for the duration of the event. Divots will stop serving alcohol at 12:30 a.m.

Food Arrangements
All food served at Divots Conference Center must be provided by Divots. All food and beverage menu planning, room set-up, and other details must be
arranged at least 14 days in advance. Any food and beverage function canceled within 14 days of the event is subject to a full charge.

Guarantees
A close estimate is required (7) days out. A final confirmation or "guarantee" of your anticipated number of guests is required by 12:00 noon, 72 business hours before any banquet function. This guarantee may not be reduced. Divots will prepare for up to 5% over the guaranteed number. Divots will reserve the right to substitute menu items for the additional guests. You will be charged for the number of guests guaranteed or the number of guests actually served, whichever is higher.

Cancellation
Cancellations within six (6) months will be charged 50% of total contract term. Cancellations within 30 days will be charged 100% of the total contract term.

Prices/Surcharges
An 18% service charge and 5.5% state sales tax will be added to all food and beverage items. If you are over your guaranteed number you will be charged 20% extra per plate. Minimum fee of $100 may be applied to unusual and excessive clean up needs. Ex: Excessive liquor spillage or vomit, confetti, feathers or rose petals used as decorations.

Function Rooms
Divots reserves the right to re-allocate space and room arrangements in the following cases: Increase or decrease in attendance, mechanical failures, or accessibility for service. Minimum guarantee of 200 guests are required for weekend reservations.

Timing of Function
Divots requests that you provide us with a time line for your event no less than 14 business days prior to your event. In order to provide the finest service to your group, it is important that Divots be aware of all function time changes that your group may have. Note that rooms for all functions will be set 30 minutes prior to their stated time. All breakfast, lunch, and dinner buffets are serviced for approximately 1.5 hours, refreshed and replenished as necessary to serve the guaranteed number. Buffet food quantities are not designed for multiple trip servings.

Outdoor Function
Divots reserves the right to move outdoor functions inside if the weather report three hours prior to the start of the function predicts a forty percent or greater chance of rain. The final decision will be made no later than two hours prior to the scheduled start of the function.

Engineering, Audio/Visual
Special engineering and phone requirements must be arranged at least 7 days in advance with the conference coordinator. Charges will be billed to the client for all such requirements. In addition, Divots has a full compliment of audio-visual equipment, and access to more equipment to fulfill your AV needs. Any non-Divots equipment is the sole responsibility of the client. Divots is not responsible if your software, hardware, media or any other items are not compatible with Divots.
equipment. We suggest confirming compatibility at least 7 days prior to your event. Additional fees may apply for Divots technical support.

Candles
Candles need to be in containers large enough to hold all the wax that drips. Please check with the Event Coordinator regarding allowable candles. The client will be liable for any damage caused by candles.

Entertainment
For a dinner dance, cocktail party, or any other event we will be pleased to help you arrange entertainment. All entertainment must be finished by 12:00 midnight. Continuation beyond midnight will be an additional $100/30 minutes, with a minimum charge of $100.

I have read and agree to the terms drafted in this contract.

_________________________   ______________
Print                      Print

_________________________   __________________
Customer Signature     Date   Coordinator Signature     Date

Donna L. Herrick

11/8/21
Group Contract as of 11/7/21
NEASFAA 2024 Proposal

Norfolk Lodge & Suites, An Ascend Collection Hotel
4200 W Norfolk Ave
Norfolk, NE 68701-9202
(402) 379-3833
(402) 371-8007
GM.NE086@choicehotels.com

Contract Information

Group Name: NEASFAA 2024 Proposal
Arrival Date: Wednesday, March 20, 2024
Departure Date: Friday, March 22, 2024
Fixed Cut Off Date: Wednesday, February 21, 2024
Company Name:
Address: Central Community College ADFA
Kearney, NE 68848

Group Account: 4289900
Group Contact: Eisenmenger, Jordan
Email: jordaneisenmenger@cccneb.edu
Telephone: (677) 222-0780

Room Details

Room Block

<table>
<thead>
<tr>
<th></th>
<th>WED 3/20/24</th>
<th>THU 3/21/24</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHK</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>NK</td>
<td>3</td>
<td>20</td>
</tr>
<tr>
<td>NK10</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>NQQ</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>SNK5</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Group Rates

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Date</th>
<th>Single</th>
<th>Double</th>
<th>Extra</th>
<th>Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHK - 1 King Bed, No Smoking, Handicap</td>
<td>3/20/24 - 3/21/24</td>
<td>104.49</td>
<td>104.49</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>NK - 1 King Bed, No Smoking</td>
<td>3/20/24 - 3/21/24</td>
<td>104.49</td>
<td>104.49</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>NK10 -</td>
<td>3/20/24 - 3/21/24</td>
<td>104.49</td>
<td>104.49</td>
<td>10.00</td>
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<tr>
<td>NQQ - 2 Queen Beds, No Smoking</td>
<td>3/20/24 - 3/21/24</td>
<td>104.49</td>
<td>104.49</td>
<td>10.00</td>
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</tr>
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<td>SNK5 - 1 King Bed, No Smoking, Suite</td>
<td>3/20/24 - 3/21/24</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
NEASFAA 2024 Proposal

Billing Information

Group Payment Type

GTD/Payment: GENERAL MANAGER

Guest Payment Type

GTD/Payment: GENERAL MANAGER

Charge Routing

Guests are responsible for all charges.

Contract Terms

Guarantee Policy

Your Reservation has been placed on a 4 PM hold.

Cancellation Policy

Please cancel any group room reservations by 4 PM local hotel time on the day of arrival to avoid a cancellation penalty

Cancellation Penalty Notes

Additional Information

One complimentary room for 2 nights. Will need name of guest to stay in this room.

Complimentary hospitality room.

Guest Signature ________________________________ Date ____________

Hotel Representative __________________________ Date ____________
RFP – Request for Proposal – NeASFAA Annual Conference 2024

Proposed Dates:  March 20-22, 2024  OR  March 27-29, 2024

Anticipated Scheduling Needs:

Wednesday
- Two rooms used in afternoon
  - Board Meeting
    - 25-30 Attending – Could use ballroom A
    - Dinner for Board and PDRC- if 25 -30 could use same room with same setup or ballroom B
  - Conference Staging Room depending on setup needs could use existing space of ballroom A or B? Could use the board room or ballroom C
    - Next day Breakout Rooms Open to set up A/V? How many breakout rooms will you need for Wednesday?
- 10 Guest Rooms Available $89.00 plus taxes room rate for single king or double queens

Thursday
- Attendance Anticipated: 60-70 persons
- Room Block of 30-40 guest rooms $89.00 plus taxes room rate for single king or double queens
- Registration Area with table or counter access – Outside ballroom C
- Vender Space – 3 to 5 venders – if 3 we could set in the main hallway by sales office. Otherwise, we could use Ballroom A or B.
- General Sessions for all attendees
  - Round Table Setting
  - Morning
    - Continental Breakfast available – Breakfast included in room rate. Non-Hotel Guests additional $7.95 per person plus taxes to go through buffet. Breakfast could also be served in the meeting room, buffet style, or a table setup with assorted muffins, doughnuts, pastries. Many options for this.
    - A/V – Microphone/Screen etc.- Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.
  - Lunch
    - Buffet style for all attendees – Buffet could be served in the meeting room, or in Firewater Grill.
    - A/V – Microphone/Screen etc. - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own
  - Dinner/Banquet
    - Plated Meal – Served in Ballrooms ABC. Would like to keep these rooms setup banquet style (with rounds if possible)
    - A/V – Microphone/Screen etc.
- Three Breakout Session Rooms -My thoughts are we could use ballrooms ABC (already setup banquet style, with rounds of 8) and close the airwalls to create 3 rooms.
Morning & Afternoon
- A/V Screens/Possible Microphones etc. - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.

- Classroom Setting – Can be done. Would setup in ballroom D

Friday
- Three Breakout Session Rooms – Ballrooms ABC
  - Morning only
  - A/V Screens/Possible Microphones etc. - - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.
  - Classroom Setting – Ballroom D

- One General Session - Ballroom D set classroom from prior days
  - Mid/Late Morning
  - Round Table Setting – open the airwalls to ABC and use existing setup or use the Firewater Bar and Grill
  - Brunch for all attendees- buffet or plated available.
    - A/V – Microphone/Screen etc. - - Included with space. We have 1 projector, 2 screens and 1 corded microphone. Additional items would need to be rented through a third party. Or Client may bring their own.

- Possible Long facing audience for Board member seating – this could be possible. Would need to discuss further, along with the general flow of your meetings. We have 3 ballrooms separated by airwalls and 1 ballroom that sits behind the 3. We also have a boardroom that has a long conference table with 10 chairs and space for additional seating. We have fit up to 25 people in there if we use a theater style seating around the room. The Firewater Bar and Grill is always an option for your cocktail reception needs or lunch needs, if you do not want to use existing setups in the ballrooms from your meeting needs or cannot give us time to flip rooms as needed.

Questions:
- Meeting Space Rental
  - General Session Room? Ballroom D
  - Breakout Rooms? Ballrooms A, B, C
  - Vendor Table Rental? Not sure what you mean by vendor table rental. We would not charge you to use our tables and chairs. If your needs exceed the existing stock of tables or chairs we have in house, any tables or chairs we would have to rent and delivery and pick up fees would be billed to the event.

- Technology Needs
  - What A/V is available in General Session and Breakout Rooms? We have 1 built in screen in ballroom D and 1 stand alone screen to use in other rooms. We have speakers for a microphone and 1 projector. Anything else would need to rented through a third party.
  - Is there a cost to use conference center A/V equipment?
    - If yes, costs? There is no fee to use ours. Third party rentals are unknown. Would depend on the your provider of choice. Hotel will assist in arranging for
third party rental / setup for A/V Equipment at an additional 20% service fee plus charges from third party.

- What is available – Microphones, Screens, Projectors, Other? 1 corded microphone, 1 projector, 2 screens (1 built in, 1 free standing)
- Is a person available for Tech Support? No
- Can we connect via distance technology (Zoom, Skype, etc.)? We have Wi-Fi throughout the hotel

**Lodging**
- Are any comp guest rooms provided? 1 comp room per 25 booked.
- Attrition allowance/policy? - No attrition. Cutoff date set on block. Rooms will fall out of block if not picked up for hotel to sell a will.
- Room blocks rate. - $89.00 for standard double queen or single king room, $109 for king business suites
  - Tax rate? - Currently, 18.16%
  - How long prior to conference to book/release? - Cutoff date will be set 14 business days prior to arrival date.
- Complimentary Breakfast for hotel guests? - Full hot breakfast included in room rate.

**Food**
- Is there a minimum food purchase requirement? We will not set a minimum spend on food if all food is provided through hotel.
- Are there additional taxes or gratuities? Yes, standard taxes plus 20% gratuities
- Food available for breaks? Yes
- Any outside food allowed? Yes, if outside catering is brought in we will charge a fee and ballroom rental.
- Can we do a food tasting and/or a menu for selections? Yes, there is a $150 tasting fee if event and catering is not booked in hotel.
- Are continental breakfast, buffet, and plated meal options available? Yes. * Plated meals may have additional costs if hotel must hire servers through a third party.
- Cash Bar availability /cost for Thursday evening? Cash bar setup for 60 people would be $150 for setup and 1 bartender. Can go into the Firewater Grill also, no additional charge to go into the Firewater.

**Amenities**
- What is available on site? Indoor pool, Fitness room, free parking, complimentary shuttle service to and from airport, Firewater Grill and Bar on site (open m-sat 4pm-10pm)
- Entertainment or places of interest nearby? Numerous restaurants and bars nearby. Within a 5-minute drive from hotel.
- Business Center? Yes
- Transportation from airport? Yes
- Parking options/costs? None

**Miscellaneous**
- Will other events be occurring at the same time as this conference? No
- Any other important information?
Comfort Inn 72nd & Grover, Omaha
Larger Break Out Room
Smaller Break Out Room 1
Smaller Break Out Room 2
Walkway from Ballroom D to the main hallway
Dining Area
Area in front of the larger break out room where she said people typically set up their registration tables
Come and experience the splendor and service that make our hotel second to none!

OUR PROPERTY FEATURES:

• 172 Guest Rooms - All rooms have pillow top mattresses, free wireless high-speed internet, cable television, desks, hair dryers, irons, ironing boards, voice mail, and free coffee
• Over 6,000 sq. feet of banquet and meeting space
• Wedding packages designed to fit your budget
• Professional Event Coordinators that can personally customize your event for 20 to 350 people
• Firewater Grille featuring live entertainment

Hotel Guests Enjoy:

• Complimentary Deluxe Continental Breakfast
• Heated Swimming Pool
• Shuttle Service
• Guest Laundry
• 24 Hour Fitness Center
• 24 Hour Business Center
Comfort Inn & Suites Central proudly hosts over 6000 square feet of banquet and meeting space. Our friendly and flexible Food and Beverage Department is ready to assist you with your Convention, Wedding, or Business Meeting. We firmly believe in giving exceptional customer service at an unbeatable value. At Comfort Inn & Suites Central, we pride ourselves in making your event a complete success.
Meetings, Banquets and Weddings for 20 to 350 People

<table>
<thead>
<tr>
<th>ROOM</th>
<th>SQUARE FEET</th>
<th>BANQUET ROUND</th>
<th>BANQUET OBLONG</th>
<th>CLASSROOM</th>
<th>THEATRE</th>
<th>CONFERENCE</th>
<th>U-SHAPED</th>
<th>RECEPTION</th>
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<tr>
<td>MAIN BALLROOM</td>
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<td>225</td>
<td>260</td>
<td>180</td>
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<tr>
<td>CENTER BALLROOM</td>
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<td>35</td>
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<td>70</td>
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<td>40</td>
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<tr>
<td>SOUTH BALLROOM</td>
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<td>140</td>
<td>250</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>15</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Your luxurious, two-room, Whirlpool Suite features a King Bed, french doors for privacy and 1 ½ baths. Your suite also includes a two-person whirlpool tub, a living room with fireplace, a 42-inch plasma television, wet bar, refrigerator and microwave.
Your two-room King Suite features a King Bed, french doors for privacy, living room with a desk, and 1 ½ baths.

Your suite also includes a wet bar with a refrigerator and microwave.
Your two-room Kid’s Suite can sleep the whole family. It features one King Bed and three Twin Beds. Amenities include a refrigerator, microwave and dining area.
With three Queen Beds, our two-room Family Suite can sleep up to six adults. A refrigerator and microwave are also included.
Your Standard King Room features:
a King Bed
a Writing Desk
a 32-inch Color Television
and plenty of room for relaxing.
Your Standard Double Room features:
Two Queen Beds
a Writing Desk
and a 32-inch Color Television.
Banquet Menu

Relax & Unwind. We’ve got it covered.

Comfort Inn & Suites / 7007 Grover St. / Omaha, NE / (402) 934-4900
Breakfast

**The Comfort Breakfast**
Scrambled eggs; choice of bacon or sausage; breakfast potatoes; biscuits & gravy; regular & decaf coffee; hot tea; choice of one juice. 11.95 per person
*Add sliced, fresh fruit for an additional 1.50 per person*

**Saratoga Breakfast**
Eggs Saratoga (scrambled eggs with diced ham, green onions & peppers); breakfast potatoes; sliced fresh fruit; a sweet bread; regular & decaf coffee; hot tea; choice of one juice. 11.95 per person

**Lighter Start Breakfast**
Assorted pastries; assorted muffins; assorted yogurt or whole fresh fruit; regular & decaf coffee; hot tea; choice of one juice. 9.95 per person

**Cattlemen’s Breakfast** *(plated only)*
6oz Sirloin steak; scrambled eggs; breakfast potatoes; regular & decaf coffee; hot tea; choice of one juice. 10.95 per person
*Add sliced, fresh fruit for an additional 1.50 per person*

Break Packages

**All Day Break** 12.95 per person
**Morning** - Assorted pastries; choice of one juice; regular & decaf coffee; hot tea.
**Mid-Morning** - Beverage refresh.
**Afternoon** - Assorted cookies; brownies; assorted soft drinks; iced tea.

**Deluxe All Day Break** 14.95 per person
**Morning** - Fresh sliced fruit; assorted yogurt; assorted muffins and pastries; choice of one juice; regular & decaf coffee; hot tea.
**Mid-Morning** - Beverage refresh.
**Afternoon** - Whole fresh fruit; assorted cookies; brownies; assorted soft drinks; iced tea.

Salty Snack Break 7.50 per person
Popcorn; snack mix; chips with ranch dip; assorted sodas; iced tea or lemonade.

Fruit & Cheese Snack Break 10.00 per person
Sliced fresh fruit; cheese & crackers; assorted sodas; iced tea or lemonade.

Coffee & Pastry Snack Break 7.50 per person
Pastries; regular & decaf coffee; hot tea; choice of one juice.

Cookie Snack Break 5.00 per person
Freshly-baked cookies; regular & decaf coffee; hot tea; milk.

Salads & Sandwiches

**Boxed Lunch** 8.95 per person
- Choice of Meat & Cheese
- Roast Beef with Cheddar
- Cured Ham with Swiss
- Smoked Turkey Breast with Provolone
Includes lettuce, tomato, potato chips, piece of whole fresh fruit or pasta salad, cookie and choice of assorted soft drink.

**Chicken Caesar Salad**
Romaine Lettuce, shredded parmesan, croutons and 6oz grilled chicken breast. Rolls & butter included. 8.95

**Buffalo Chicken Salad**
Grilled Buffalo style chicken served over a bed of greens with diced tomatoes, red onions, and peppers. Served with a chipotle Ranch dressing. Rolls & butter included. 9.95

**Chicken Salad Croissant** 8.95 per person
Our refreshing, herbed chicken salad on a flaky croissant, served with choice of pasta salad or chips.

**Club Croissant** 8.95 per person
A flaky croissant loaded with turkey, ham, bacon, Swiss cheese, lettuce, tomatoes, onions & mayo. Served with choice of pasta salad or chips.

**Hot Roast Beef** 8.95 per person
Our succulent, slow-roasted beef, served open-faced over Texas toast with mashed potatoes and beef gravy. Also served with choice of grilled vegetables or fresh fruit.

**Chef Salad**
Mixed green salad with Swiss cheese smoked turkey, ham, tomato and hard boiled egg. Rolls & butter included. 8.95

Prices do not include a 20% Service Charge or Applicable Sales Tax. Items and prices are subject to change without notification.
### Hot Entree Buffet One 18.95 per person
- Choice of one Entree
- Sliced Roast Beef
- Fried Chicken
- Sliced Roast Turkey
- Smoked BBQ Beef Brisket
- Sliced Roasted Pork Tenderloin
- Sliced Honey Baked Ham
- Grilled Tilapia
- Grilled Chicken
- Chicken Tortellini
- Choice of one Starch
- Garlic Mashed Potatoes
- Rice Pilaf - Wild Rice
- Roasted Baby Red Potatoes
- Baked Potato

Buffet includes fresh brewed coffee and iced tea.

### Hot Entree Buffet Two 23.95 per person
- Choice of two Entrées
- Add a third entre for an additional 3.00 per person. Add a carving station (except for Prime Rib) for an additional 5.00 per person
- Sliced Roast Beef
- Glazed Sliced Ham
- Grilled Salmon Filet
- Shrimp (Grilled, Fried or Coconut)
- BBQ Beef Tips
- Chicken Cordon Bleu
- Roasted Pork Tenderloin
- Chicken Parmesan
- Chicken Marsala
- Choice of one Starch
- Au Gratin Potatoes
- Roasted New Potatoes
- Rice Pilaf - Baked Potato
- Garlic or Cheddar Mashed Potatoes

Buffet includes fresh brewed coffee and iced tea.

### Deli Sandwich Buffet 13.95 per person
- Tray of Sliced Meats
  - Roast Beef, Smoked Turkey, Baked Ham
- Tray of Sliced Cheeses & Bread
- Tossed Salad with choice of two dressings
  (Ranch, Balsamic Vinaigrette, Dorothy Lynch, Italian, 1000 Island)
- Tray of Sandwich Toppings
  - Sliced Tomatoes, Sliced Red Onions, Green Leaf Lettuce, Pickles
- Also includes:
  - Potato Salad
  - Assorted Condiments
  - Assorted Cookies
  - Water - Regular & Decaf Coffee
  - Iced Tea

### Pasta Buffet 12.95 per person
- Choice of two Pastas
- Fettuccine, Penne
- Angel Hair, Spaghetti
- Choice of two sauces
- Marinara, Meat Sauce
- Alfredo
- Warm Garlic Breadsticks

Buffet includes fresh brewed coffee and iced tea.

### Plated Dinners priced per person
Plated Dinners include a mixed green salad, choice of potato & vegetable, dinner rolls, freshly brewed coffee and Iced Tea.

#### New York Strip Steak
10 ounce center-cut Strip Steak grilled to perfection. 24.95

#### Roasted Pork Loin
Marinated in a chipotle orange marmalade sauce. 19.95

#### Grilled Rib-Eye Steak
12 ounces. Aged and marbled. Tender and Juicy. 21.95

#### Roasted Herb-Encrusted Pork Loin
Slow roasted Pork Loin sliced with a Peppercorn Brandy Sauce. 17.95

#### Shiitake Chicken Breast
Finished with a Shiitake Mushroom sauce. 18.95

#### Salmon Filet
Fresh Salmon grilled and topped with a fresh mango salsa. Served with Rice Pilaf and Chef's choice of vegetable. 17.95

#### Chicken Marsala
Pan-seared, topped with a Marsala wine & mushroom sauce. 17.95

If you don’t see something that suits your taste or occasion, please ask for an individual consultation with our banquet chef. Prices do not include a 20% Service Charge or Applicable Sales Tax. Items and prices are subject to change without notification.
Hors d’oeuvres & Trays

Hors d’oeuvres

Crab Cakes 70.95
Jalapeno Poppers 60.95
Spring Rolls 65.95
Shrimp
Your choice of: Chilled, Bacon-Wrapped, Coconut, Grilled. 75.95
Cocktail Baby Back Ribs 70.95
Beef or Chicken Kabobs 70.95
Spinach Dip
Served with chips or French bread. 70.95
Cocktail Sandwiches
Ham, Turkey & Roast Beef. 80.95
Chocolate-Covered Strawberries 70.95

Meatballs BBQ, Italian or Swedish. 50.95
BBQ Mini Smokies 50.95
Cheese Sticks 40.95
Quesadillas Chees. 55.95
Beef or Chicken. 65.95
Chicken Strips
with choice of sauce 70.95

Displays & Trays

Small / Medium / Large
(30 guests) (50 guests) (100 guests)

Vegetable Tray 60.00 / 85.00 / 120.95
Cheese & Cracker Tray 70.00 / 95.00 / 135.95
Antipasto Platter 85.00 / 115.00 / 235.00
Fresh Fruit Tray 70.00 / 95.00 / 135.95
Dessert Bar Tray 55.00 / 70.00 / 110.95

Ala Carte Snacks & Drinks

Snacks

Large Muffins 21.95/dozen
Assorted Donuts 21.95/dozen
Assorted Pastries 21.95/dozen
Brownies 26.95/dozen
Assorted Cookies 19.95/dozen
Assorted Yogurts 21.95/dozen
Assorted Popcorn 16.95/bowl

Caramel Corn 17.95/bowl
Cheese Corn 17.95/bowl
Potato Chips & Dip 23.95/bowl
(choice of Ranch or French onion)
Tortilla Chips & Salsa 23.95/bowl
Snack Mix 23.95/bowl
Granola Bars 13.95/dozen
 Pretzels 16.95/bowl
Mixed Nuts 19.95/bowl

Drinks

Coffee, Hot Tea & Iced Tea
All Day Beverage Service includes unlimited coffee & hot tea.
Full Day. 4.25/person Half Day. 2.50/person
Juice 20.00/gal (orange, apple, cranberry)
Lemonade 15.00/gal
Iced Tea 15.00/gal
Fruit Punch 15.00/gal
Assorted Sodas 2.25/can
Bottled Water 2.50/bottle

Beverages

Complete beverage service available on a hosted or cash basis.

Cash Bar Beverages

House Brands 4.00
Call Brands 5.00
Premium Brands 6.00
Wine by the Glass 4.00
Domestic Bottled Beers 3.00
Imported Bottled Beers 4.00
Soft Drinks 2.00

Host Bar Packages

House Brands
(Priced per person, per hour)
(1) hour 13.00 (2) hours 17.00 (3) hours 19.00
($3 for each additional hour)

Call Brands
(Priced per person, per hour)
(1) hour 12.00 (2) hours 15.00 (3) hours 17.00
($3 for each additional hour)

Premium Brands
(Priced per person, per hour)
(1) hour 13.00 (2) hours 17.00 (3) hours 19.00
($3 for each additional hour)

Wine, Beer and Soda Bar
(Priced per person, per hour)
(1) hour 8.00 (2) hours 12.00 (3) hours 15.00
($3 for each additional hour)

Kegs
Domestic 240.00 Import/Microbrews 300.00

Bartenders are $75 each. Groups of 100 or less = (1) Bartender. 100-250 = (2) Bartenders. 250-500 = (3) Bartenders. 2 hour minimum, $15 for each additional hour.

Prices do not include a 20% Service Charge or Applicable Sales Tax. Items and prices are subject to change without notification.
RFP – Request for Proposal – NeASFAA Annual Conference 2024

Proposed Dates: March 20-22, 2024 OR March 27-29, 2024

Anticipated Scheduling Needs:

Wednesday
- Two rooms used in afternoon
  - Board Meeting
    - 25-30 Attending
    - Dinner for Board and PDRC
  - Conference Staging Room
    - Next day Breakout Rooms Open to set up A/V?
- 10 Guest Rooms Available

Thursday
- Attendance Anticipated: 60-70 persons
- Room Block of 30-40 guest rooms
- Registration Area with table or counter access
- Vender Space – 3 to 5 venders
- General Sessions for all attendees
  - Round Table Setting
  - Morning
    - Continental Breakfast available
    - A/V – Microphone/Screen etc.
  - Lunch
    - Buffett style for all attendees
    - A/V – Microphone/Screen etc.
  - Dinner/Banquet
    - Plated Meal
    - A/V – Microphone/Screen etc.
- Three Breakout Session Rooms
  - Morning & Afternoon
  - A/V Screens/Possible Microphones etc.
  - Classroom Setting

Friday
- Three Breakout Session Rooms
  - Morning only
  - A/V Screens/Possible Microphones etc.
  - Classroom Setting
- One General Session
  - Mid/Late Morning
  - Round Table Setting
  - Brunch for all attendees
  - A/V – Microphone/Screen etc.
  - Possible Long facing audience for Board member seating
Questions:

- **Meeting Space Rental**: Rental is generally $700 per 1/3 of the ballroom. We will discount the rental to $500 per 1/3 since this is a multi-day event.
  - General Session Room? Salon D
  - Breakout Rooms? Salon B, C, E (Or Salon G instead of 1 listed)
  - Vendor Table Rental? No additional rental to the room rental.

- **Technology Needs**
  - What A/V is available in General Session and Breakout Rooms? Projector, Projector screen, mics.
  - Is there a cost to use conference center A/V equipment? Yes
    - If yes, costs? $150 for our AV Package which would include Projector, Projector screen, and Podium with Mic.
  - What is available – Microphones, Screens, Projectors, Other? If you need Wireless or Lapel Mic it is $90 per mic. If multiple Microphones are needed for the same session you may need to supply your own equipment.
  - Is a person available for Tech Support? No, you would need to supply your own. We would help with the AV test to ensure the Projector and Mics are working but further help then that would needed to be provided on your own.
  - Can we connect via distance technology (Zoom, Skype, etc)? Yes, we have complementary WIFI. You would need to connect through your own computer.

- **Lodging**
  - Are any comp guest rooms provided? 1 per 30 room nights.
  - Attrition allowance/policy? If we release the un-booked held rooms 1 month prior, no attrition clause is needed.
  - Room block rate? Cannot give rate this far out. Our rates for the hotel rooms are given 1 year and 10 days out from the start date.
    - Tax rate? As of right now 17.5%
    - How long prior to conference to book/release? 1 month prior, we will sometimes negotiate 3 weeks prior.
  - Complimentary Breakfast for hotel guests? We do not include breakfast in our typical pricing. If you are needing breakfast coupons to be included in the price of the hotel room we would need to know that prior.

- **Food**
  - Is there a minimum food purchase requirement? Yes, typically it is $2,000 per 1/3 of the ballroom per day. We will however discount to a set $6,000 total for the Food and Beverage minimum for the 3 days.
  - Are there additional taxes or gratuities? Yes- 20% service Fee and 7% Tax. (As of right now)
  - Food available for breaks? Yes, we have a very large menu.
  - Any outside food allowed? No outside Food or Beverage is allowed.
  - Can we do a food tasting and/or a menu for selections? We allow a Food tasting 3 months prior to event start date.
  - Are continental breakfast, buffet, and plated meal options available? Yes, menu is attached.
Cash Bar availability /cost for Thursday evening? Yes, your bartender fee would be $150 per bartender. We require 1 bartender per 100 people.

Amenities

What is available on site? We have a Bistro available for Breakfast and Dinner, outdoor patio area, Pool, Gym, and Onsite Laundry.

Entertainment or places of interest nearby? There are several restaurants and a shopping area only 5 min away. There is a Movie Theater across the Street and a Culvers within walking distance. Behind the hotel is a large walking trail.

Business Center? Yes we have a business center with computers and printers available.

Transportation from airport? We do not include transportation to the airport. Our shuttle goes within a 5 mile radius.

Parking options/costs? Complimentary Parking

Miscellaneous

Will other events be occurring at the same time as this conference? Depends on if entire Ballroom and side spaces are rented for this event. If everything is not rented and we have additional space available then another event could be taking place.

Any other important information?
EXPLORE OUR FLAVORS
# BREAKFAST

All breakfast selections are served with regular and decaffeinated coffee, hot teas, water, and juices. Priced per Guest.

| 14.95 | FONTENELLE BREAKFAST  
Two farm fresh scrambled eggs and a generous helping of breakfast potatoes. Served with a variety of muffins.  
**SELECT ONE:** SAUSAGE | BACON |
|---|---|
| 13.95 | QUICHE  
Chef’s quiche Lorraine served with crispy breakfast potatoes and a chilled fresh fruit cup. |
| 11.95 | BREAKFAST CROISSANT  
A flakey butter croissant piled high with shaved ham, egg, and cheddar cheese. Served with crispy breakfast potatoes and a chilled fresh fruit cup. |
| 11.95 | BREAKFAST BURRITO  
Scrambled eggs, bell peppers, and cheddar cheese wrapped in a flour tortilla served with breakfast potatoes and salsa.  
**SELECT ONE:** SAUSAGE | BACON |
| 11.95 | CLASSIC CONTINENTAL  
Fresh muffins, breakfast pastries, bagels with cream cheese, and sliced fruit |
| 13.95 | HEALTHY CONTINENTAL  
Fresh muffins, breakfast pastries, bagels with cream cheese, granola bars, assorted yogurt, and sliced fruit. |

## BREAKFAST ADD ON’S

Priced per Guest unless otherwise noted.

| 3.00 | OATMEAL STATION  
Old fashion oatmeal with assorted toppings. |
| 4.00 | CREATE YOUR OWN PARFAIT  
Vanilla yogurt, assorted berries, granola, nuts, and dessert sauces. |
| 2.00 | ASSORTED CEREALS  
A variety of cold cereals served with skim and 2% milk. |
| 8.00 | OMELET STATION  
Omelets prepared fresh right before your eyes. Bacon, sausage, ham, onions, peppers, tomatoes, mushrooms, spinach, and cheese. |
| 6.00 | BLOODY MARY & MIMOSA STATION  
Vodka and bloody mary mix served with olives and celery. Champagne with orange juice served with strawberries. Priced per drink. Bartender fee applies. |

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A GOOD BREAKFAST INSPIRES A GREAT MORNING

BREAKFAST BUFFETS

14.95 CLASSIC BREAKFAST
Scrambled eggs, crispy breakfast potatoes, assorted muffins.
SELECT ONE: SAUSAGE | BACON

17.95 SUNRISE MORNING
SELECT ONE FROM EACH SECTION:
- Scrambled Eggs | Scrambled Eggs with Cheese | Scrambled Eggs with Onions and Peppers
- Country Sausage Patties or Links | Crispy Bacon | Turkey bacon
- Crispy Breakfast Potatoes | Hash brown Casserole | Chilled Fresh Fruit Salad
- Assorted Muffins | Biscuits with Butter and Honey

21.95 LA BELLE ULTIMATE BREAKFAST
Sliced fruit, baked Danish, crispy bacon, sausage links, crispy breakfast potatoes, and assorted muffins.
SELECT ONE FROM EACH SECTION:
- Denver Scramble | Quiche Lorraine | Biscuits and Gravy
- Waffles | French Toast | Pancakes
(Make it chicken and waffles for $2.00/person)

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BREAKS
Served for 1 hour. Priced per person.

11.95 **CHOCOHOLIC BREAK**
Chocolate dipped pretzels, cookies, brownies, assorted candy bars. Served with assorted soft drinks.

12.95 **HEALTH NUT**
Granola bars, seasonal sliced fruit, assorted yogurts, pita chips and vegetables with hummus

11.95 **7TH INNING STRETCH**
Assorted bags of chips, mini candy bars, popcorn, and assorted soft drinks

13.95 **FIGHTING 55TH BREAK**
Freshly baked cookies and dessert bars. Served with regular and decaffeinated coffee, white and chocolate milk

13.95 **FITNESS BREAK**
Seasonal sliced fruit, trail mix, with cheese and crackers. Served with Gatorade

10.95 **SUNDAY STATION**
Vanilla ice cream pre scooped with assorted toppings and dessert sauces.

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## TAKE A BREAK

### A LA CARTE BREAK ITEMS

Priced per dozen unless otherwise noted.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Yogurts (Each)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Assorted Breakfast Pastries (Danish, Scones)</td>
<td>$28.95</td>
</tr>
<tr>
<td>Chef’s Cinnamon Rolls</td>
<td>$28.95</td>
</tr>
<tr>
<td>Assorted Bagels &amp; Cream Cheese</td>
<td>$28.95</td>
</tr>
<tr>
<td>Assorted Muffins</td>
<td>$28.95</td>
</tr>
<tr>
<td>Assorted Donuts</td>
<td>$27.95</td>
</tr>
<tr>
<td>Assorted Gourmet Bars</td>
<td>$30.95</td>
</tr>
<tr>
<td>Sliced Fresh Fruit</td>
<td>$4.00</td>
</tr>
<tr>
<td>Vegetable Cruditès</td>
<td>$4.00</td>
</tr>
<tr>
<td>Mixed Nuts</td>
<td>$32.95</td>
</tr>
<tr>
<td>Tortilla Chips and Salsa</td>
<td>$40.00</td>
</tr>
<tr>
<td>Cheex Mix or Trail Mix</td>
<td>$35.95</td>
</tr>
<tr>
<td>Whole Fruit (Each)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Pretzels</td>
<td>$32.00</td>
</tr>
<tr>
<td>Fresh Cookies or Brownies</td>
<td>$28.95</td>
</tr>
</tbody>
</table>

### BEVERAGE SERVICE PACKAGES

Priced per person.

<table>
<thead>
<tr>
<th>Package</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day Beverage Service</td>
<td>$7.95</td>
</tr>
<tr>
<td>Full Day Beverage Service</td>
<td>$12.95</td>
</tr>
</tbody>
</table>

**Half Day Beverage Service**

Fresh brewed regular and decaffeinated coffee, iced tea, assorted soft drinks, and bottled water.

**Full Day Beverage Service**

Fresh brewed regular and decaffeinated coffee, iced tea, assorted soft drinks, and bottled water.

### A LA CARTE BEVERAGES

Price per gallon unless otherwise noted.

<table>
<thead>
<tr>
<th>Beverage</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iced Tea, Lemonade, or Punch</td>
<td>$25.00</td>
</tr>
<tr>
<td>Regular or Decaffeinated Coffee</td>
<td>$26.00</td>
</tr>
<tr>
<td>Bottled Juices</td>
<td>$3.75</td>
</tr>
<tr>
<td>Milk: 2%, White, or Chocolate</td>
<td>$2.25</td>
</tr>
<tr>
<td>Soft Drinks</td>
<td>$2.25</td>
</tr>
<tr>
<td>Bottled Water</td>
<td>$2.75</td>
</tr>
<tr>
<td>Gatorade</td>
<td>$3.50</td>
</tr>
<tr>
<td>Red Bull</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

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PLATED LUNCH

All Plated Lunches are served with regular and decaffeinated coffee, water, and iced tea. Includes seasonal vegetable with choice of salad (Fontenelle Garden Salad or Caesar Salad) and dressing. Add chicken to your salad for $2.00/person. Add Chef’s choice dessert for $2.00 per person. For groups of 10 or less, 2 selections only.

18.95 CHICKEN MARSALA
Herb and flour dusted chicken breast served with marsala wine mushroom sauce and plated over fresh pasta.

17.95 CHICKEN SUPREME
Tender boneless chicken breast marinated in Italian herb blend, charbroiled, and served with supreme sauce and oven roasted potatoes.

22.95 STEAK AU POIVRE
6 oz. top sirloin steak grilled to medium and finished with a creamy whiskey peppercorn sauce. Served with garlic mashed potatoes.

19.95 ITALIAN HERB CRUSTED PORK CHOP
Hand breaded center cut pork loin pan-fried to a golden brown, served with a portabella asiago cream sauce, and oven roasted potatoes.

16.95 HOT BEEF OR TURKEY SANDWICH
Slices of hot beef or turkey resting atop Texas toast and served with mashed potatoes and turkey (brown) gravy.

20.95 BAKED SALMON
Fresh pan-seared Atlantic salmon resting atop our rice pilaf and served with a lemon basil butter sauce.

16.95 FRENCH DIP
Shaved roast beef topped with provolone cheese on a toasted baguette. Served with potato salad and au jus.

16.95 STEAKHOUSE BURGER
100% Angus beef patty charbroiled, topped with cheddar cheese on a toasted bun, and served with a pickle spear and potato salad.

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PLATED SALADS

All Plated Salads are served with regular and decaffeinated coffee, water, and iced tea.
Add Chef’s choice dessert for $2.00 per person. For groups of 10 or less, 2 selections only.

16.95 CHICKEN CAESAR SALAD
Crisp romaine topped with grilled chicken, Parmesan cheese and garlic croutons. Served with freshly baked garlic bread and creamy Caesar dressing on the side.

17.95 THAI CHICKEN SALAD
Spring mix topped with grilled chicken, roasted red pepper, edamame, carrots, chopped peanuts, and fresh cilantro. Served with fresh wonton strips and a spicy Thai peanut dressing.

18.95 FIESTA GARDEN STEAK SALAD
Mixed greens, grilled steak, avocado, onion, tomato, black olives, and cheddar jack cheese. Served with fresh tortilla chips, salsa, and ranch dressing.

17.95 CHEF’S SALAD
Mixed greens, turkey, ham, hard-boiled egg, tomato, cucumber, cheese, and croutons. Served with ranch dressing and crackers.

20.95 SALMON SALAD
Seared salmon filet atop mixed greens, toasted walnuts, Parmesan cheese, cucumbers, and cherry tomatoes. Served with a Mediterranean vinaigrette.

18.95 TURKEY BACON COBB SALAD
Mixed greens, turkey, crispy bacon, tomato, onion, avocado, and feta cheese. Served with a tangy balsamic dressing.

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PLATED SANDWICHES

All Sandwiches are served with regular and decaffeinated coffee, water, iced tea, potato chips, and choice of pasta salad or potato salad. Add Chef's choice dessert for $2.00 per person. For groups of 10 or less, 2 selections only.

13.95 ITALIAN COLD CUT
Capicola, smoked ham, and pepperoni with lettuce, Roma tomato, red onion, and provolone cheese. Finished with a Tuscan vinaigrette.

13.95 CROISSANT CLUB
 Flakey butter croissant stuffed with ham, turkey, and Swiss. Topped with bacon, lettuce, and tomato.

14.95 ROAST BEEF CLUB
Sliced roast beef piled high on marbled rye bread and topped with lettuce, tomato, bacon, and cheddar cheese. Served with horseradish mayo.

14.95 CHICKEN SALAD OR TUNA SALAD CROISSANT
Chopped chicken mixed with mayo, walnuts and grapes. Or flaked tuna mixed with mayo, and onion. Both served on a flakey butter croissant and topped with lettuce and tomato.

15.95 BUFFALO CHICKEN WRAP
Crispy buffalo chicken, fresh romaine, cherry tomatoes, blue cheese, cucumber, and ranch dressing wrapped in a spinach tortilla.

14.95 GRILLED CHICKEN CAESAR WRAP
Crisp romaine, garlic croutons, cherry tomato, shaved parmesan cheese, and tender grilled chicken all wrapped up in a herb tortilla with Caesar dressing.

14.95 TUSCAN VEGGIE WRAP*
Balsamic marinated Portobello mushroom, grilled peppers, zucchini, and pesto goat cheese wrapped in a spinach tortilla.

13.95 JASMINE VEGGIE WRAP*
Jasmine rice, fresh spinach, tomato, and feta cheese wrapped in a herb tortilla. Finished with a lemon vinaigrette.

16.95 BOXED LUNCH ON THE RUN*
Variety of Chef's deli sandwiches, bag of potato chips, fresh baked cookie, and a bottle of water.

*Denotes vegetarian options.

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A MIDDAY REFRESH

THEMED LUNCH BUFFETS

All Lunch Buffets served with regular and decaffeinated coffee, water, and iced tea. Add Chef’s choice dessert for $2.00 per person. Themed Lunch Buffets include 2 hour service and are priced per person.

22.95 MEXICAN BUFFET
Southwest salad with crispy tortilla strips and chipotle ranch. Beef and chicken fajitas mixed with onions, red and green peppers. Flour tortillas and corn chips with shredded lettuce, diced tomatoes, cheese, olives, jalapenos, sour cream, and salsa. Served with Spanish rice and beans

23.95 TASTE OF ITALIANO
Choice of 2 entrées served with a Caesar salad topped with garlic croutons and parmesan cheese, toasted garlic bread, and a roasted vegetable medley.
ENTRÉE CHOICES: BREADED CHICKEN PARMESAN | CHICKEN ALFREDO | SPAGHETTI BOLOGNESE | CHEESE STUFFED SHELLS | FOUR CHEESE LASAGNA | EGGPLANT PARMESAN

23.95 CHINA EXPRESS
Choice of 2 entrées served with an Asian salad topped with ginger vinaigrette and fried wontons. Eggs rolls with sweet chili sauce.
SELECT ONE: FRIED RICE | LO MEIN NOODLES
ENTRÉE CHOICES: BROCCOLI BEEF | BROCCOLI CHICKEN | PRINCESS CHICKEN | KUNG PAO CHICKEN | SWEET TERIYAKI CHICKEN

22.95 WESTERN ROUND UP
Shaved BBQ pork and pulled BBQ chicken sandwiches served with cornbread and honey.
SELECT TWO: BAKED BEANS | CORN ON THE COB | MACARONI AND CHEESE | SCALLOPED POTATOES | COUNTRY STYLE GREEN BEANS WITH BACON | LOADED POTATO CASSEROLE | SWEET CORN WITH RED PEPPER MIX
SELECT ONE: COLESLAW | POTATO SALAD

23.95 COMPANY PICNIC
Served with assorted cheeses and condiments, baked beans, a garden salad, and Kaiser rolls.
SELECT TWO: HAMBURGERS | MARINATED CHICKEN | BRATS | JUMBO HOTDOGS
SELECT ONE: PASTA SALAD | POTATO SALAD | MACARONI SALAD | COLESLAW

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LUNCH BUFFETS

All Lunch Buffets served with regular and decaffeinated coffee, water, and iced tea. Add Chef’s choice dessert for $2.00 per person. Priced per person.

20.95 ONE ENTRÉE BUFFET
Includes Chef’s choice of vegetable, fresh baked rolls and butter, your choice of 1 entrée, salad, and a starch.

22.95 TWO ENTRÉE BUFFET
Includes Chef’s choice of vegetable, fresh baked rolls and butter, your choice of 2 entrées, salad, and a starch.

ENTRÉE CHOICES: CLASSIC MEATLOAF | BEEF STROGANOFF | FRIED CHICKEN | ITALIAN POT ROAST | HERB CRUSTED TILAPIA | ROSEMARY PORK LOIN | FOUR CHEESE LASAGNA | CHICKEN MARSALA

SALAD CHOICES (SELECT ONE): HOUSE GARDEN SALAD | CAESAR SALAD | SPINACH SALAD | MEDITERRANEAN PASTA SALAD | POTATO SALAD | MACARONI SALAD

STARCH CHOICES (SELECT ONE): AU GRATIN POTATOES | GARLIC MASHED POTATOES | ANGEL HAIR PASTA IN LIGHT BUTTER GARLIC SAUCE | RICE PILAF | MACARONI AND CHEESE

17.95 SOUP, SALAD, SANDWICH BAR
Includes your choice of soup and choice of 2 salads, a variety of breads, roast beef, ham, turkey, leaf lettuce, sliced tomato, condiments, and pickle spear.

16.95 BAKED POTATO BAR
Baked potatoes with sour cream, chives, shredded cheese, broccoli, and bacon. Includes your choice of soup and choice of 2 salads.

SOUP CHOICES (SELECT ONE):
MINESTRONE | BROCCOLI CHEDDAR | VEGETABLE BEEF | CREAM OF POTATO | CHICKEN NOODLE | TOMATO BASIL | CHEF’S CHOICE SEASONAL SOUP

SALAD CHOICES (SELECT TWO):
GARDEN SALAD | CAESAR SALAD | SPINACH SALAD | MEDITERRANEAN PASTA SALAD | POTATO SALAD | MACARONI SALAD

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PLATED DINNERS

All dinners include regular and decaffeinated coffee, water, iced tea, rolls with butter, and choice of salad, vegetable, and starch. Priced per person. Can’t decide what entree you want? It’s okay, pick both! Make any plated dinner a duet plate. Just ask your Catering Manager! Max. of 2 choices per group.

28.95 ITALIAN HERB BREADED PORK CHOP
Hand breaded center cut pork loin pan-fried to a golden brown and served with a portaballa asiago cream sauce.

28.95 CHICKEN Cordon BLEU
A tender 6 oz. chicken breast stuffed with smoked ham and melted whole baby Swiss cheese, then baked and topped with a mornay sauce.

28.95 STUFFED CHICKEN FLORENTINE
Pan-seared marinated chicken breast stuffed with three cheeses, fresh spinach, roasted garlic, and sundried tomatoes. Served with a sundried tomato cream sauce.

28.95 CAPRESE CHICKEN
An 8 oz. chicken breast marinated in lemon and basil sauce, stuffed with fresh mozzarella cheese, and roasted to perfection. Topped with confit tomato relish.

31.95 STUFFED CHICKEN OSCAR
An 8 oz. airline chicken breast, stuffed with our crab cake mixture then baked to a golden finish then topped with a lemon Hollandaise sauce.

31.95 HEIRLOOM SALMON
8 oz. salmon filet roasted and topped with a heirloom tomato and onion jam.

28.95 POTATO AND CHIVE CRUSTED COD
Crusted cod in a blend of cheddar cheeses and potatoes. Topped with a chive cream sauce.

31.95 SEASONED NEW YORK STRIP STEAK
A flavorful 10 oz. New York strip served with a herb butter sauce.

36.95 FILET MIGNON
A tender and juicy 8 oz. filet topped with balsamic demi glaze.

28.95 WHISKEY GLAZED SIRLOIN
A prime cut 8 oz. charbroiled to a perfect medium then finished with a honey-garlic whiskey glaze and topped with chili dusted haystack onions.

28.95 STEAK AU POIVRE
An 8 oz. sirloin steak grilled to medium and finished with a creamy whiskey peppercorn sauce.

28.95 SONOMA BRAISED BRISKET
Slowly braised in Cabernet Sauvignon, garlic, mushrooms, and a secret blend of spices; sliced and topped with a red wine mushroom sauce.

28.95 VEGETARIAN OPTIONS AVAILABLE
Roasted Garden Gnocchi | Sweet Potato Hash | Eggplant Parmesan | Portabella and Grilled Vegetable Lasagna Roll

SALAD CHOICES (SELECT ONE)
- FONTENELLE GARDEN SALAD: Romaine and Iceberg lettuce, tomato, cucumber, julienne red and green peppers with shaved carrots.
- CLASSIC CAESAR SALAD: Romaine lettuce with kalamata olives, shredded Parmesan cheese, and croutons.
- SPINACH SALAD: Spinach and artisan greens, crispy bacon, diced red onions, tomatoes, and Bleu cheese crumbles with croutons.
- MEDITERRANEAN GREEK SALAD: Spinach and Romaine lettuce, cucumbers, kalamata olives, red onions, feta cheese, and Roma tomatoes. Served with Greek Dressing.

VEGETABLE CHOICES (SELECT ONE):
- Oven Roasted Vegetables | Steamed Broccoli | Green Beans with Almonds | Steamed Dill Baby Carrots | Green Beans with Bacon and Onions | Sweet Corn with Red Pepper Mix | Roasted Asparagus

STARCH CHOICES (SELECT ONE):
- Garlic Mashed Potato | Roasted Red Potato | Fully Loaded Mashed | Au Gratin Potato | Baked Potato | Rice Pilaf | Roasted Red Pepper Risotto | Applewood Smoked Bacon Mac & Cheese | Smoked Gouda Macaroni and Cheese | Fettuccini con Broccoli | LimonCello Shrimp with Penne

* ANY SPECIAL DIETARY NEEDS CAN BE REQUESTED TO YOUR CATERING MANAGER

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DINNER BUFFETS

All Dinner Buffets are served with coffee, water, iced tea, and rolls with butter. Includes 2 hour service.

28.95  ONE ENTRÉE BUFFET
Includes your choice of 1 entrée, salad, vegetable, and starch. Priced per person.

32.95  TWO ENTRÉE BUFFET
Includes your choice of 2 entrées, salad, vegetable, and starch. Priced per person.

ENTRÉE CHOICES

- SHAVED ROSEMARY PORK TENDERLOIN: Tender roast pork loin shaved and dressed with rosemary pan gravy.
- STUFFED CHICKEN PARMESAN: Breaded and fried chicken breast stuffed with a creamy four cheese blend. Topped with rich marinara and shaved parmesan cheese.
- ITALIAN POT ROAST: Braised beef chuck roast in a rich au jus and spicy gardenia.
- SHAVED EYE OF ROUND: Paper thin slices of beef topped with a rich cabernet mushroom sauce.
- BACON WRAPPED PORK LOIN: Whole pork loin wrapped in applewood smoked bacon roasted to perfection, sliced thin, and dressed with Kentucky Bourbon BBQ sauce.
- SWEET ONION BRISKET: Slow roasted brisket sliced and served with our original sweet onion glaze.
- CHICKEN BREAST: Tender chicken sautéed and topped with your choice sauce.
  - MARSA LA SAUCE: Marsala wine sauce & mushrooms
  - PICCATA SAUCE: White wine and lemon butter
  - SUPREME SAUCE: Creamy herb supreme sauce
  - LEMON HERB SAUCE
- CHICKEN CORDON BLEU: Chicken breasts stuffed with smoked ham and swiss cheese. Then lightly breaded and topped with a creamy Mornay sauce.
- ROSEMARY BROWN SUGAR FLAP STEAK: Sliced steak cooked to a perfect medium and glazed with a rosemary brown sugar sauce.
- WHISKEY MARINATED SIRLOIN STEAK: Charbroiled to a medium then finished with a honey garlic whiskey glaze.
- HEIRLOOM SALMON: A 6 oz. grilled salmon filet, topped with our Chef's delicious picata sauce.
- CHICKEN FLORENTINE: Boneless skinless chicken breast stuffed with three cheeses, spinach, and sundried tomatoes. Dressed with a sundried tomato and basil cream sauce.

- PARMESAN CRUSTED TILAPIA: Seasoned with bread crumbs and Parmesan cheese. Topped with a lemon cream sauce.
- EGGPLANT PARMESAN: Sautéed eggplant served in a savory marinara sauce.
- ROASTED GARDEN GNOCCHI: Mixed seasoned roasted vegetables along with bite sized dumplings and tossed with cheese.

SALAD CHOICES (SELECT ONE)

- FONTENELLE GARDEN SALAD: Romaine and Iceberg lettuce, tomato, cucumber, julienne red and green peppers with shaved carrots.
- CLASSIC CAESAR SALAD: Romaine lettuce with kalamata olives, shredded Parmesan cheese, and croutons.
- SPINACH SALAD: Spinach and artisan greens, crispy bacon, diced red onions, tomatoes, and Bleu cheese crumbles with croutons.
- MEDITERRANEAN GREEK SALAD: Spinach and Romaine lettuce, cucumbers, kalamata olives, red onions, feta cheese, and Roma tomatoes. Served with Greek Dressing.

VEGETABLE CHOICES (SELECT ONE):

Oven Roasted Vegetables | Steamed Broccoli | Green Beans with Almonds | Steamed Dill Baby Carrots | Green Beans with Bacon and Onions | Sweet Corn with Red Pepper Mix | Roasted Asparagus

STARCH CHOICES (SELECT ONE):

Garlic Mashed Potato | Roasted Red Potato | Fully Loaded Mashed | Au Gratin Potato | Baked Potato | Rice Pilaf | Roasted Red Pepper Risotto | Applewood Smoked Bacon Mac & Cheese | Smoked Gouda & Chicken Mac & Cheese | Fettuccini con Broccoli | LimonCello Shrimp with Penne | Cajun Sausage Penne | Chicken Tetrazzini

CARVING STATIONS

Stations come with appropriate condiments. Carving fee is included in price. Priced per 30 guests.

250.00  PINEAPPLE GLAZED HAM
225.00  CAJUN ROASTED TURKEY BREAST
230.00  INSIDE ROUND OF BEEF
375.00  WHOLE ROASTED PRIME RIB OF BEEF

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BAR SERVICE

Bartender fees apply. One bartender per 100 guests. $150 per bartender for 6 hours.

ONE HOUR BEVERAGE PACKAGES

8.50 BEER, WINE & SODA
Priced per person, includes house wine, domestic & specialty beers, soft drinks, and bottled water.
Add $5.00 per person for each additional hour.

10.95 PREMIUM BEVERAGE PACKAGE
Priced per person. Includes premium spirits, house wine, domestic and specialty beers, soft drinks, and bottled water.
Add $6.00 per person for each additional hour.

12.95 SUPER PREMIUM BEVERAGE PACKAGE
Priced per person, includes super premium spirits, house wine, domestic & specialty beers, sodas and bottled water.
Add $7.00 per person for each additional hour.

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SIP, SAVOR AND TOAST THE DAY

HOSTED BAR
Priced per drink, paid by the host of the party.

- 5.25 Premium Brands
- 6.25 Super Premium Brands
- 5.75 House Wine
- 4.00 Domestic Bottled Beer
- 4.75 Imports and Specialty Beer
- 2.00 Soft Drinks
- 2.00 Bottled Water

HOSTED DRINK TICKETS

- 2.00 Unlimited soft drinks (priced per person)
- 5.00 Includes beer, wine, and soda
- 6.00 Includes beer, wine, soda, and premium spirits
- 7.00 Includes beer, wine, soda, premium, and super premium spirits

CASH BAR
Priced per drink, guests pay for their own drinks.

- 6.00 Premium Brands
- 7.00 Super Premium Brands
- 6.00 House Wine
- 4.00 Domestic Bottled Beer
- 5.00 Imports and Specialty Beer
- 2.00 Soft Drinks
- 2.00 Bottled Water

WINE BY THE BOTTLE
We can order any type of wine by request. Prices vary.

- 20.00 House Wine Canyon Road

KEG BEER
Kegs contain 160, 8 oz. pours. We can order any type of beer by request. Prices may vary.

- 275.00 Domestic
- 375.00 Imported

SPECIALTY DRINKS & COCKTAILS

- 32.95 Cupcake Prosecco - Priced per bottle
- 38.00 Champagne Punch - Priced per gallon
- 52.00 Rosemary Citrus Punch - Priced per gallon
- 8.50 Peach Bellinis - Priced per drink
- 8.50 Mimosas - Priced per drink
- 7.00 White Sangria - Priced per drink
- 8.50 Martinis - Priced per drink
- Cosmopolitan | Appletini | Chocolate | Pomegranate | Blueberry | Lemon Drop

* HAVE A FAVORITE COCKTAIL? ASK ABOUT SERVING YOUR FAVORITE DRINK. WE CAN ALSO CREATE A SIGNATURE COCKTAIL FOR YOUR EVENT.

Alcoholic beverages and services are regulated by the Nebraska Liquor Commission Control. Kinseth Hospitality, as licensee, is responsible for the administration of these regulations. No outside alcoholic beverages may be brought into the premises. We reserve the right to refuse alcohol services to intoxicated persons and will not serve underage persons. No alcoholic beverages can be removed from the premises.

All food and beverage items are subject to a 20% service fee. Due to market fluctuations, all food and beverage items are subject to change. Should our prices increase, written notification will be given. No outside food or beverages are permitted for banquet/meeting functions. The removal of food or beverages provided by the hotel is not permitted. 08/28/19
## HOT HORS D'OEUVRÈS

Priced per 50 pieces, unless noted differently.

<table>
<thead>
<tr>
<th>Price</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>105.00</td>
<td>COCKTAIL MEATBALLS (100 PIECES) Swedish or BBQ meatballs.</td>
</tr>
<tr>
<td>105.00</td>
<td>CHICKEN FINGERS Batter dipped and fried, then served with BBQ and Ranch dipping sauces.</td>
</tr>
<tr>
<td>105.00</td>
<td>JUMBO CHICKEN WINGS Tossed in a mild buffalo sauce. Served with ranch or Bleu cheese dressing.</td>
</tr>
<tr>
<td>95.00</td>
<td>BONELESS BUFFALO WINGS Tossed in a mild buffalo sauce. Served with ranch or Bleu cheese dressing.</td>
</tr>
<tr>
<td>85.00</td>
<td>JALAPENO POPPERS Spicy jalapeños fried and stuffed with a cream cheese filling.</td>
</tr>
<tr>
<td>85.00</td>
<td>BREADED MUSHROOMS Batter dipped and fried mushrooms served with marinara or cheese sauce.</td>
</tr>
<tr>
<td>105.00</td>
<td>BAKED STUFFED MUSHROOMS Mushroom caps stuffed with crab and shrimp in a creamy cheese filling.</td>
</tr>
<tr>
<td>95.00</td>
<td>TOASTED RAVIOLI Cheese filled ravioli toasted and served with marinara sauce.</td>
</tr>
<tr>
<td>155.00</td>
<td>BACON WRAPPED SCALLOPS Tender scallops wrapped in bacon and lightly dusted with Italian bread crumbs.</td>
</tr>
<tr>
<td>100.00</td>
<td>VEGETABLE SPRING ROLLS Sautéed vegetables wrapped in a spring roll and served with house-made sweet &amp; sour chili sauce.</td>
</tr>
<tr>
<td>95.00</td>
<td>SMOKED CHICKEN QUESADILLA Smoked grilled chicken, fresh cilantro, onions, bell peppers, and shredded cheddar cheese between tortilla shells and served with salsa.</td>
</tr>
<tr>
<td>125.00</td>
<td>SANTA FE EGG ROLLS Spicy egg rolls stuffed, fried, and served with pineapple salsa.</td>
</tr>
<tr>
<td>160.00</td>
<td>BEEF TENDERLOIN KABOBS Tender chunks of beef, peppers, and onions marinated in a balsamic vinaigrette and chargrilled.</td>
</tr>
<tr>
<td>110.00</td>
<td>LITTLE SMOKIES (100 PIECES) Smothered in BBQ sauce.</td>
</tr>
<tr>
<td>115.00</td>
<td>PIGS IN A BLANKET (100 PIECES) Mini franks wrapped in a puff pastry and served with honey mustard and ketchup.</td>
</tr>
<tr>
<td>155.00</td>
<td>CRAB CAKES Fresh Atlantic crab cakes prepared with seasoned bread crumbs and served with rémoulade sauce.</td>
</tr>
<tr>
<td>85.00</td>
<td>BRIE &amp; RASPBERRY EN CROÛTE Wrapped in pastry.</td>
</tr>
</tbody>
</table>

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COLD HORS D’OEUVRES
Priced per 50 pieces.

155.00  SHRIMP COCKTAIL
Chilled shrimp with cocktail sauce.

75.00  PINWHEELS
Filled with spinach and herb cream cheese.

85.00  TURKEY PINWHEELS
Stuffed with spinach and herb cream cheese.

75.00  ROASTED TOMATO BASIL BRUSCHETTA
Prepared traditionally with fresh tomatoes, basil, and garlic. Served with garlic toast points.

125.00  VEGETABLE CRUDITES
Seasonal vegetables presented with ranch or garlic hummus dip.

95.00  THAI CHICKEN SALAD
Served on a crispy wonton and drizzled with peanut sauce.

TRAY SELECTIONS
Priced per 50 guests.

200.00  FRUIT AND BERRY DISPLAY
Seasonal fresh fruit and berries served with a honey strawberry cream cheese sauce.

175.00  DOMESTIC CHEESE AND CRACKER DISPLAY
Assorted cheeses with crackers and crostini.

300.00  ANTIPASTO PLATTER
Marinated olives, roasted red peppers, pepperoncini peppers, pancetta, salami, and fresh mozzarella drizzled with olive oil and balsamic vinaigrette. Served with Italian bread.

300.00  SMOKED FRESH ATLANTIC SALMON PLATTER
Fresh Atlantic salmon displayed with basil aioli rémoulade sauce, lemons and capers. Served with a variety of crackers.

HORS D’OEUVRES ACTION STATIONS
Priced per 50 guests.

125.00  STREET TACOS
Hand rolled tacos of pork and chicken slow cooked with cilantro and green chilies.

295.00  NACHO BAR
Tri-colored tortilla chips served with taco meat, queso, and all the toppings.

350.00  PASTA BAR
Penne pasta served with grilled chicken, meatballs, alfredo sauce, marinara sauce, and garlic bread.

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DIP SELECTIONS
Priced per 50 guests.

125.00  CRABMEAT DIP
Creamy crab and herb spread served with crackers.

105.00  ARTICHOKE AND SPINACH DIP
Fresh spinach and tender artichokes in a creamy cheese sauce served with tortilla chips.

55.00  CHIPS AND SALSA
Tortilla chips with fresh homemade salsa.

60.00  CHIPS AND QUESO
Tortilla chips with creamy queso.

70.00  SEVEN-LAYER DIP
Refried beans, sour cream, guacamole, shredded cheese, diced tomatoes, olives, red onion. Served with tortilla chips.

100.00  BUFFALO CHICKEN DIP
Shredded chicken in a slightly spicy buffalo cheese sauce served with tortilla chips.

70.00  ROASTED RED PEPPER HUMMUS
Served with pita chips.

SANDWICHES
Priced per 50 guests.

130.00  SILVER DOLLAR SANDWICHES
Baked ham and smoked turkey served with condiments.

125.00  ASSORTED TEA SANDWICHES
Chicken, Tuna, and Egg

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SHEET CAKES
Priced per person.

2.50  VANILLA
Vanilla cake topped with frosting and a strawberry drizzle.

2.50  CHOCOLATE
Classic chocolate cake topped with fudge frosting.

2.95  CARROT
Rich Carrot cake with sweet cream cheese frosting.

2.95  MARBLE
Swirl of vanilla and chocolate cake topped with chocolate frosting.

LAYERED CAKES
Priced per person.

3.95  CARROT CAKE

3.95  CHOCOLATE DECADENCE CAKE

3.95  TART LEMON CAKE

CHEESECAKES
Priced per person.

3.50  NEW YORK CHEESECAKE
Served plain.

4.25  NEW YORK STYLE CHEESECAKE
Served with a berry compote topping.

4.75  TURTLE CHEESECAKE

ASSORTED SWEET TREATS
Priced per person.

4.50  FRUIT PIES
Apple, Pecan, Cherry or Peach

3.95  APPLE CRISP
Served with caramel sauce

4.95  ASSORTED DESSERT BARS

3.95  GLUTEN FREE MOUSSE
Chocolate mousse with fresh strawberries

CONFECTIONS
Priced per 50 pieces.

125.00  BITE SIZED DESSERTS
A selection of petit fours, cheesecakes, mousses and more

200.00  MINI MARTINI DESSERTS
Lemon cream, Kahlua and cream, red velvet cheese cake and Oreo cream

100.00  CHOCOLATE COVERED STRAWBERRIES

225.00  MAKE YOUR OWN SMORE'S BAR
A Classic treat melted to your liking by our expert confection maker. Served with variety of toppings.

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OUR EVENT SPACE
The Courtyard by Marriott Bellevue offers 18,000 square feet of flexible, full service event space. Enjoy control and flexibility and choose from a selection of meeting packages.

AT A GLANCE
- Number of Floors: 4
- Number of Guest Rooms: 121
- Number of Meeting Rooms: 7

CONFERENCE AND EVENT CENTER AMENITIES
- 18,000 square feet of flexible, spacious banquet and meeting space
- On-site catering with custom menus
- Work with our professional catering manager, full service banquet staff, and Executive Chef
- State of the art audio/visual system and equipment rentals available
- Complimentary wireless internet
- Spacious patio great for outdoor events and wedding ceremonies including fire pit
- Complimentary event parking

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CONFERENCE & EVENT CENTER AMENITIES

- 18,000 square feet of flexible, spacious banquet and meeting space for up to 740 guests
- On-site catering with customizable menus
- Work with our professional wedding coordinators, full service banquet staff and Executive Chef
- State of the art audio/visual system and equipment rentals available
- Complimentary wireless high-speed Internet
- Spacious patio great for outdoor events and wedding ceremonies
- Room blocks available at the adjoining Courtyard by Marriott hotel
- Minutes from shopping and dining
- Complimentary event parking

FOR EVENT INQUIRES CALL 402-408-5300
or visit www.bellevueeventcenter.com