



## 2025 National Convention Budgeting Worksheet

Attending the [2025 National Convention in Pittsburgh, PA](#), is a vital opportunity for your Chapter to be represented at the Meeting of the Grand Chapter. Every Chapter must constitutionally send an official representative, a Delegate, to the Meeting of the Grand Chapter. An Alternate is not required but recommended ([National Constitution](#), Article V, Section 3). The Chapter is responsible for covering the Grand Chapter registration fee and other associated expenses for their Delegate's attendance. This budgeting worksheet is designed to help your Chapter plan and allocate funds effectively, ensuring your Delegate can participate fully in this important event.

1. Registration Fee (required)		
<b>National Convention Registration Fee</b> <i>Six (6) full meals are included in the registration fee</i> <ul style="list-style-type: none"> <li>• Thursday, July 24 - Dinner</li> <li>• Friday, July 25 - Breakfast, Lunch and Dinner</li> <li>• Saturday, July 26 - Breakfast and Dinner</li> </ul>		<b>\$572</b>
2. How will you be traveling to and from Pittsburgh, PA?		
Driving	Flying	Other (Bus, Train..etc)
<b>Hotel Parking Fee</b> <i>Will you be driving yourself to the hotel? If yes, calculate the cost of parking.</i>  Fee: \$30 per Day per Vehicle  _____ days x \$30 = \$_____	<b>Airport Parking Fee</b> <i>Will you be driving yourself to the airport? If yes, calculate the cost of parking.</i>  \$_____ Per Day  _____ days x \$_____ = \$_____	<b>Parking Fees</b> <i>Will you be driving yourself to the terminal/station? If yes, calculate the cost of parking.</i>  \$_____ Per Day  _____ days x \$_____ = \$_____
<b>Gas/Tolls</b> <a href="#">Gas Cost Calculator</a>  Estimated Gas Cost to <a href="#">Pittsburgh Marriott City Center</a> \$ _____  Estimated Gas Cost Home \$ _____	<b>Ticket Price</b> <u>Departure Flight</u>  From Airport: _____ to <a href="#">Pittsburgh International Airport (PIT)</a> Cost \$ _____  <u>Return Flight</u> From Pittsburgh International Airport (PIT) to : _____ Cost \$ _____	<b>Ticket Price</b> <u>Departure Fare</u>  From _____ to Pittsburgh, PA Cost \$ _____  <u>Return Fare</u> From Pittsburgh, PA to _____ Cost \$ _____

<u>Additional Fees</u> Tolls: \$ _____	<u>Additional Airline Fees</u> Baggage Cost \$ _____ Other Costs \$ _____	<u>Additional Travel Fees</u> Baggage Cost \$ _____ Other Cost \$ _____
	<p style="text-align: center;"><b>Transportation to/from Hotel</b></p> From Pittsburgh International Airport (PIT) to <a href="#">Pittsburgh Marriott City Center</a> Cost \$ _____ From Pittsburgh Marriott City Center to <a href="#">Pittsburgh International Airport (PIT)</a> Cost \$ _____ <i>Estimated Ride Share Cost \$25-\$30 one way</i>	<p style="text-align: center;"><b>Transportation to/from Hotel</b></p> From Pittsburgh Terminal/Station to <a href="#">Pittsburgh Marriott City Center</a> Cost \$ _____ From Pittsburgh Marriott City Center to Pittsburgh Station/Terminal Cost \$ _____

**3. Hotel Lodging Options (Choose One)**

Registrants make their [hotel selection](#) when registering for National Convention. Attendees do not need to book through the hotel, the Phi Sigma Pi National Staff will do it on their behalf.

<b>Single Hotel \$510</b>	<b>Double Hotel \$255</b>	<b>No Hotel</b>
Selecting a single hotel room means that you will be the only person staying in that room \$510 (total for 3 nights) <u>Check-In:</u> Thursday, July 24 <u>Check-Out:</u> Sunday, July 27	Selecting a double hotel room means that you and one (1) other person will be in the hotel room \$255 (total for 3 nights) <u>Check-In:</u> Thursday, July 24 <u>Check-Out:</u> Sunday, July 27 Roommate's Name _____ <i>If you selected a double room, you have to list the name of your preferred roommate when you register and they must also list you as their preferred roommate when they register. The National Office will not locate and/or assign a roommate for you; however, there is a <a href="#">CORE Community</a> to assist you in securing a roommate. If you do not list a roommate at the time of registration, you will be moved to a single-occupancy room and will be expected to pay the difference upon receipt of the invoice.</i>	If you select the no hotel option that means that you will not be staying at the host hotel the Pittsburgh Marriott City Center. You are responsible for making your lodging accommodations. <i>Will you be driving yourself to the hotel? If yes, calculate the cost of parking.</i> Fee: \$30 per Day per Vehicle _____ days x \$30 = \$_____

#### 4. Do you need additional hotel night(s)?

Up to two additional hotel nights can be added, Wednesday, July 23 (pre-convention) and/or Sunday, July 27 (post-convention) for \$170 a night. Depending on your travel plans—such as flight times, travel distances, or other considerations— you may need to arrive in Pittsburgh on Wednesday to ensure you are present for the start of the Grand Chapter meeting on Thursday at 3 p.m. (required for all Delegates).  
Additionally, if you'd like to explore Pittsburgh more, you can add Sunday night.

**Yes**

**No**

What night(s) are you adding?

- Wednesday, July 23 (Hotel Check-In on Wednesday, July 23)
- Sunday, July 27 (Hotel Check-Out on Monday, July 28)

\_\_\_\_\_ Night(s) x \$170 = \$ \_\_\_\_\_

*Note: If your hotel stay is going to be a double room, only one person needs to add the extra night(s) to their registration.*

#### 5. Additional Meals not Included in the Registration Fee

Thursday, July 24

- Breakfast \$ \_\_\_\_\_
- Lunch \$ \_\_\_\_\_

Saturday, July 26

- Lunch \$ \_\_\_\_\_

Sunday, July 27

- Breakfast \$ \_\_\_\_\_
- Lunch \$ \_\_\_\_\_
- Dinner \$ \_\_\_\_\_

Snacks/Drinks \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Cost Estimates

- Breakfast \$10 - \$12
- Lunch \$15 - \$20
- Dinner \$20 - \$25
- Snacks/Drinks \$5 - \$10

[Hotel Dining Options](#)

The local area has many local meal and grocery options! [Check out nearby restaurants](#) that are just a few minutes walk from the hotel.

#### 6. Additional Expenses

Additional expenses to consider may include souvenirs, Phi Sigma Pi swag or gear, and entertainment activities in Pittsburgh. Planning for these optional costs can help ensure a fun and memorable experience!

Additional Expenses \$ \_\_\_\_\_

Credit Card Processing Fees \$ \_\_\_\_\_

*When [registering for NC25 online](#) and paying via credit card, a transaction fee of 4.9% will be added based on the final total. These fees are charged by the credit card processor, not the National Office. Check payments are accepted.*

Totals	
<b>Registration Fee (per person)</b> <i>Six (6) full meals are included in the registration fee</i>	<b>\$572</b>
<b>Travel Costs</b> <ul style="list-style-type: none"> <li>● Parking</li> <li>● Tickets</li> <li>● Transportation</li> <li>● Gas/Tolls</li> <li>● Additional Fees</li> </ul>	\$ _____
<b>Hotel/Lodging</b> <ul style="list-style-type: none"> <li>● Single Hotel \$510</li> <li>● Double Hotel \$255</li> <li>● Additional Hotel Night(s) \$170 x _____</li> </ul>	\$ _____
<b>Meals not Included in the Registration Fee</b>	\$ _____
<b>Additional Expenses</b>	\$ _____
<b>Grand Total</b>	\$ _____

## National Convention Information

<p>National Convention registration includes:</p> <ul style="list-style-type: none"> <li>● Grand Chapter</li> <li>● Programming designed for our Members</li> <li>● 6 Full Meals</li> <li>● Collaborative Service Projects</li> <li>● Networking with other Chapters/Members</li> <li>● Awards Banquet</li> <li>● Opportunities to explore the local area</li> </ul> <p>Check out <a href="http://phisigmapi.org/nationalconvention">phisigmapi.org/nationalconvention</a> for more information about what to expect at National Convention</p>	<p>If your Chapter needs funds to send a Delegate to National Convention:</p> <p><b>Apply for College/University Funding</b> Reach out to the Student Life, Student Org or Greek Life Offices to inquire about funds available to support Members in attending National Events. <a href="#">University Ask Letter</a></p> <p><b>Host a Fundraiser</b> Plan a fundraiser to engage family and friends of the Chapter, Alumni Members, the campus community or the local community in supporting your Chapter. <a href="#">Here are some fundraising ideas.</a></p> <p><b>Re-evaluate the Chapter Budget</b> Take a look at your <a href="#">budget</a> as a Chapter to determine if there are funds that can be reallocated to support Members in participating with the Fraternity at the National level</p>
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## Questions? Contact the National Staff

If you have any questions about budgeting, the National Convention, or fundraising, the National Staff is here to support your Chapter every step of the way. You can reach out by emailing [ask@phisigmapi.org](mailto:ask@phisigmapi.org), calling **717-299-4710**, [live chatting](#), or [setting up a meeting](#) with your Leadership Development Coordinator. We're happy to assist and ensure your Chapter is fully prepared for this important event!