

FY26 DPG/MIG STANDARD COSTS FOR 2026-2027 BUDGET

Information contained in this document is for budgeting/estimating purposes and is subject to change.

General / Operating Costs

CREDIT CARD PROCESSING FEE: \$35/month or \$420/year; this fee is required in the budget and should not be adjusted

TRAVEL FOR 2025-2026: All volunteers should book travel at least 30 days prior to the start of the meeting.

TRANSPORTATION:

- Mileage - \$0.725/mile
 - This number cannot be exceeded
- Average Airfare- \$450 (domestic) roundtrip; includes booking fee through Deem
 - Fare upgrades are not covered
 - Volunteers must utilize Deem to book travel unless otherwise approved by Academy staff
 - \$450 is budget threshold; any fares above \$450 require approval from DPG/MIG chair, treasurer, and staff partner
- International Airfare- requires CEO approval
- Baggage Fees -\$80/ roundtrip
 - \$80 is budget threshold; any fees above \$80 require approval from DPG/MIG chair, treasurer, and staff partner
- Ground Transportation to/from Airport - \$100/roundtrip
 - \$100 is budget threshold; any transportation fees above \$100 require approval from DPG/MIG chair, treasurer, and staff partner

LODGING: All rates below are the current average rate excluding taxes and fees

- Listed rates are the budget threshold; rates about these values require approval from DPG/MIG chair, treasurer, and staff partner
 - San Antonio, TX (FNCE®) - \$310/night
 - Washington, DC - \$300/night
 - Chicago, IL - \$250 single/night
 - Other cities - \$250 single/night

SUBSISTENCE:

- Groups may budget anything **up to** this amount
- Amounts do not roll over daily and cannot be exceed each day
- If group meals are provided for one or more meals, the appropriate amount should be deducted from the daily subsistence allocation
- Chicago/Washington, DC: \$92/24 hour
 - Breakfast \$23; Lunch \$26; Dinner 38
- San Antonio, Tx: \$74
 - Breakfast \$18; Lunch \$20; Dinner \$31
- All other: Up to \$68/24hr
 - Breakfast \$16; Lunch \$19; Dinner \$28

POSTAGE: Variable based on items mailed and location. Current and average rates:

- UPS: Average letter to business: \$24
- UPS: Average letter to residential: \$26

SURVEY TOOLS:

Groups can determine what platform works best for them, with the exception of Google Forms. (Google forms is not a secure platform, it is not an option for member-facing surveys).

- [Survey monkey](#) Enhanced features require fees. Survey monkey does track computer IP addresses and has limitations on sharing login/pw.
- [Jotform](#) will continue to be paid by the Academy for DPG needs

PROJECT / TASK MANAGEMENT PLATFORM:

- Basecamp: Several DPGs utilize this service, billed at \$26 per month to be added to the parent account. Notify your manager if your group is interested.
- Teams: Teams remains the preferred file storage platform and is provided at no cost to DPGs

WEBINARS/MEEINGS:

- Zoom child accounts through the Academy’s Zoom account: \$325 per year
- This fee/service is optional, but recommended
 - Host up to 300 participants
 - Recording Transcription
 - Live/in session closed captioning
 - No time limit for meetings.

Examine Database

DPGs will discontinue offering Examine subscriptions as a member benefit. Academy members will now have the ability to purchase Examine+ or ExaminePro subscriptions at a discounted price.

HIGHER LOGIC and INFORMZ:

Groups should estimate charges based on the structure below. Groups membership size and corresponding rates for upcoming year are based on the member count as of May 30th of current year.

- This fee is required in the budget and should not be adjusted

Category	Membership Size	Monthly	Annually
F	5,000 plus members	\$ 700	\$ 8,400
E	3,000 - 4,999 members	\$ 550	\$ 6,600
D	2,000 - 2,999 members	\$ 430	\$ 5,160
C	1,500 -1,999 members	\$ 360	\$ 4,320
B	1,000 - 1,499 members	\$ 270	\$ 3,240
A	1 - 999 members	\$ 175	\$ 2,100

GRAPHICS/ARTWORK:

- [Canva](#) is a commonly used platform. Free version exists or groups can utilize a pro plan starting at \$120 per year.
- [Unsplash](#) offers free licensing options

DPG/MIG STAFF MANAGEMENT SERVICES:

- Level 1: Core Internal Operations & Support- \$0
 - Standard baseline liaison services provided to all groups, approx. 2-3 hours per week, per group
- Level 2: Staff Management Escalated Support-\$2,145 per month
 - Approximately 10 hours of support per week
- Level 3: Staff Management Escalated Support-\$6,435 per month
 - Fully Scoped support, approximately 30 hours per week
- Rates are based on average amount of hours per month, annually

STANDARDS OF PRACTICE (SOP) AND STANDARDS OF PROFESSIONAL PERFORMANCE (SOPP):

DPG/MIGs currently funding updates to their associated Standards and Scopes of Practice should ensure necessary expenses are included in the POW/Budget. See Appendix A for timing considerations. Questions may be directed to the Scope and Standards team at scope@eatright.org.

ANDPAC DONATION: Groups are encouraged to make a \$150 donation.

FOUNDATION DONATION: The Academy of Nutrition and Dietetics Foundation is the only charitable organization devoted exclusively to supporting nutrition and dietetics professionals by empowering them to help consumers live healthier lifestyles. The Foundation serves as the philanthropic arm of the Academy of Nutrition and Dietetics and does not receive any portion of member dues, relying solely on donations to thrive. The success and impact of our programs and services are directly attributed to the generous support of our donors. Supporting the Foundation is an investment in the profession and your DPG members. Through the Foundation's scholarship, award, and grant programs, DPG contributions are reinvested in the profession - supporting scholarships, professional development, and advancing research.

Key Considerations for Budget Planning:

- Utilizing Reserves: DPGs and MIGs are permitted to allocate reserves to support the Foundation.
- 2026 Budget Proposals: In January, the Foundation will send individual proposals to DPGs.
- Student Stipends: To fully cover a student's registration cost, budget \$195. This amount includes a small donation to the Foundation. Please note that student registration for FNCE 2026 has not yet been determined and may increase which will impact the amount of a student stipend.
- Research and Named Scholarship Funds: If your DPG or MIG is interested in supporting a research project or establishing a named scholarship fund, please contact Beth Labrador at the Foundation at blabrador@eatright.org for more information.

DPG/MIG FNCE® Event and Budgeting Guidelines

Registration: Please note these costs are not finalized. Any price increases will not affect reimbursement or amount covered by the DPG or MIG.

- Professional: Active, Associate, International, and Life: \$415
- Student: \$165
- Registration for DPG events may be covered for the DPG the member volunteers for. Additional FNCE add-ons (excursions, recordings, etc.) will not be reimbursed.

Ribbons: The minimum number of ribbons that can be ordered is 10. The estimated cost is \$0.40 per ribbon with a one-time \$14 design fee. Your manager can provide you with a current inventory of your group's ribbons.

Event Room Rental Cost: \$0

- The Academy absorbs the room rental costs for all FNCE® events hosted in the headquarters hotel and the convention center.

Showcase Shared Cost: \$350 contribution toward showcase set up, breakdown, and F&B. Shared equally among DPGs and MIGs.

Event Internet and A/V: Please estimate based on FNCE®2025 actuals plus 20%.

- WiFi: \$11 per user per day
- Power: \$55 per power strip per day
- Add \$140 per hour of planned meeting time for labor

Event Types:

DPGs/MIGs are eligible to host **up to 2 events total** (in addition to Showcase) such as Executive Committee Meetings, Member Receptions, or Joint Networking Events. DPGs/MIGs are not eligible to host education events (events for CPE) at FNCE®. Groups are strongly encouraged to consider joint member receptions or collaborative events. Combining efforts not only supports significant cost savings but also helps enhance the member experience. Many attendees have shared that they often feel they must choose between multiple receptions happening at the same time—sometimes missing valuable networking and volunteer recruitment opportunities as a result. Joint events can help address this while fostering broader engagement and connection among members. Joint events will also receive significant staff support to help limit volunteer burden during the planning process.

Headcount Estimates:

Please carefully consider the maximum headcount your group can afford/wishes to accommodate in your budget.

- The max headcount should be used for estimating F&B estimates. Final headcounts can be lowered, and menu selections can be adjusted as we get closer to FNCE®, but **only headcount increases which fit within the assigned room will be accepted once event request form is submitted**
- Event Request Form and planning timeline and critical dates forthcoming.

Food and Beverage –Networking Events:

Use this [F&B Budgeting Template](#) to help calculate your food and beverage (F&B) costs for each event.

The template includes the following taxes/fees:

- Taxable Service Charge: 26%
- Tax: 9.75%
- Alcohol Tax: 18%

Fall 2026 menus are available here:

- Grand Hyatt Menus: <https://satgh.hyattmenusandexperiences.com/>
- Marriott Menus: <https://mi.bookmarriott.com/e-menus/118441/view>

There are varying minimum quantities depending on the style of service (buffets, plated, stations, passed, etc.) noted at the bottom of each menu section. Please also note that a 27% service charge at 8.25% sales tax will also be added. Bar charges will also include bartender fees (minimum of 2 hours); a \$500 minimum is required for groups electing to pay per drink.

Offsite Events at FNCE

To receive approval from the Academy, all offsite events must meet a specific set of criteria. These events should:

- Offer a unique experience or opportunity that cannot be facilitated within the hotel or convention center, and
- Be financially self-sustaining, meaning they must either break even or generate a small profit.

Additionally, please note that all approved offsite events are subject to a \$300 fee to cover extensive contract review by the Academy's Meetings and Events Services teams. Please also note that **the Academy retains the first right to all offsite event space**. Before any external venue outreach, contracts, or commitments are made, the Academy must review and approve the proposed location. This ensures alignment with FNCE® logistics, attendee experience, and existing contractual obligations with our hotel and convention partners.

Use of Reserves

Reserves should not be used to routinely cover operational costs. Rather, reserves are intended to support projects or initiatives aimed at improving member experience, providing a new or improved member benefit, supporting scholarships, or other Academy-support research or Scope and Standards update.

Items intended to pull from reserves are not utilized as part of the calculation of the annual operating budget. Please work directly with your DPG manager to identify projects/initiatives/budget line items that fall under this category.

ALL INFORMATION CONTAINED IN THIS DOCUMENT IS SUBJECT TO CHANGE. CHANGES WILL BE COMMUNICATED

Appendix A: Focus Area Scope and Standards of Practice Program

Focus Area Scope and Standards of Practice Program



Publication Schedule

Recently Published or Soon to Publish

- Post-Acute and Long-Term Care Nutrition (February 2025)
- Diabetes Care (July 2025)
- Oncology Nutrition (July 2025)
- Nutrition in Integrative and Functional Medicine (December 2025)
- Food and Culinary (January 2026)
- Mental Health and Substance Use Disorders (Spring 2026)

In Development

- Clinical Nutrition Management (CNM)
- Eating Disorders (BHN)
- Sustainable, Resilient and Healthy Food and Water Systems (HEN)

Projected Projects

FY 2027

- Intellectual and Developmental Disabilities (BHN)
- Management of Food and Nutrition Systems (MFNS)
- Nephrology Nutrition (*Joint RPG and NKF-CRN)

FY 2028

Budget Considerations

Future Planning

Cost sharing with DPGs was approved by the Academy Board of Directors in October 2015. The DPG's portion of cost sharing accounts for 20% of the total cost of a single focus area project.

The DPG funding of \$15,000 assists with costs associated with:

- Project Management
- Content Review
- Document Templates
- Conference Calls and Meetings with Authors