

Implementation of Body Works Train-the-Trainer Budget Template

Listed below are items you will need to facilitate a 6 hour train-the-trainer session. Please note that these costs may vary depending on the resources that you already have available, if you purchase some of the items, or if you receive in-kind donations. The detailed pricing for printing manuals may vary depending on the vendor you choose or if you do it in-house. Please use this spreadsheet as a model to develop your own budget for your upcoming training.

Item	Description	Qty	Rate	Total
Promotion (Start Up Fees)				
Advertising	Cost of an ad in local paper *free recruitment materials available on BodyWorks Web site*			
Screening of participants, posting flyers, etc.	Labor hours			
Food & Supplies				
Healthy Snacks	Fruit, vegetables, trail mix, etc.			
Water	Bottled water (Can buy two big bottles at discount store)			
Juice	Fruit Juice			
Plastic Utensils and napkins	Discount store			
Paper plates	Discount store			
paper cups	Discount store			
Participant Incentives				
Socks				
Water bottles				
gift certificates				
other	Ideas: crockpot, blender, George Foreman Grill, or recipe book			
Facilities (if you are renting equipment and space)				
Space	Rental of community center, school, etc.			
Computer	Rental of computer			
TV/DVD player	TV rental			
LCD Projector	To showcase resources and presentations			
Printing				
Handouts	Copies of handouts			
Program Supplies				
Name tags				
Paper and pens	For notes			
Brochure	Finding Your way to a Healthier You, 100/pkg			
Booklet	Dietary Guidelines for Americans, 2005			
Training Manuals	*See budget breakdown below*			
Training CD's				
Total cost for one Train-the-Trainer session				0.00

Budget Details

Training Manuals		Qty	Rate	Total
Copy cost	black & white, 2-sided, collated, 3-hole punch, 153 pages for parent/caregiver manual, 68 pages for train-the-trainer manual, finishing cost, free shipping,	15	13.429	201.44
Binder	binder, vue, 3-ring, white, 1.5"	15	3.79	56.85
Binder	binder, vue, 3-ring, black, 2"	15	4.89	73.35
Indexes	index sets, 10 tab, preprinted, colorful	15	17.49	262.35
Spine	spine inserts, 1.5"	15	4.19	62.85
Spine	spine inserts, 2"	15	4.99	74.85
Binder cover	cardstock for binder covers, ream	15	10.59	158.85
Total printing costs				890.54