

Implementation of Body Works Parent/Caregiver Program Budget Template for One Session

Listed in this spreadsheet are items that you may want to consider when planning for your upcoming parent/caregiver program. Please note that many trainers find in-kind donations for the listed items. You can use this spreadsheet to develop a budget for your upcoming program.

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	Labor hours			
Food & Supplies				
Healthy Snacks	Fruit, vegetables, trail mix, etc. each week			
Food Demonstrations	Food demonstration and preparation once a week (can make this as part of their meal/snack)			
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			
Program Speakers/Facilitators				
Guest Speaker	Fitness instructor, nutritionist, etc. (2 out of the 10 weeks)			
Cost of trainer	Trainer: the person(s) who facilitate the program each week			
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			
Paper and pens	for notes			
TOTAL COST OF ONE SESSION:				