**Sample Budget**

**Budget Template for a PTA Day of Service Project**

Your PTA should create a budget at the start of the planning process. You can use some of the estimated costs below to help create your budget.

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| --- | --- | --- | --- |
| **Expense Description** | **Estimated Cost** | **Purchase Date** | **Actual Cost** |
| **Project supplies**—Create a list of all supplies needed to host your PTA Day of Service project. Solicit donations using Soliciting Donations Template for expenses. Determine cost of the supplies you are unable to get donated and add them here. |  |  |  |
| **Refreshments**—For example: sandwiches/pizza, bottled water, chips, veggie platter, dessert/ice cream. |  |  |  |
| **Marketing**—Paper and mail costs for marketing, such as flyers to be sent home and posters for common areas of the school and throughout the community. |  |  |  |
| **Door prizes**—For example: donated small-denomination gift cards to restaurants or stores or goodie bags to encourage attendance and engagement. |  |  |  |
| **T-shirts, banners, signs**—(If wanted) to highlight the work of your PTA and increase PTA visibility. |  |  |  |
| **Interpretation and/or translation costs**—(As needed) to make all families feel informed, welcome and included. |  |  |  |
| **Transportation costs**—Such as bus or rail passes and/or bus rental (if needed) to make sure your service project is accessible to all. |  |  |  |
| **Miscellaneous costs**—Such as facility or supply rental, janitorial supplies and janitorial costs, lights and/or security (if needed). |  |  |  |
| **Total:** |  |  |  |

**NOTE:** Each PTA’s PTA Day of Service project budget will be unique and will depend on many factors. Many PTAs will be able to host a PTA Day of Service with zero costs, while others may decide to dedicate funds to their PTA Day of Service project. Partner with your community to keep PTA costs minimal.