**Sample Budget Items for a Tech-Free STEM + Families Science Festival**

Your PTA should create a budget at the start of this planning process. Use some of the estimated costs below to create your budget.

|  |  |
| --- | --- |
| **Expense Description** | **Estimated Cost** |
| **Printing resources** If your PTA chooses to print and distribute materials for families to use at home, you should plan accordingly for the printing cost. The top materials to print would be the [Caretaker’s Guide](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/at-your-own-pace/caretaker-guide.docx) (10 pages) and [Student Handout](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/at-your-own-pace/student-guide.docx) (10 pages). | $0.50/student handout $0.50/caregivers guide (Based off the FedEx/ Kinkos estimate of $.05 per piece of paper printed)Example: 100 families = $100   |
| **Materials for activities**  Most of these materials can be found in people’s homes, but it’s important to consider access and provide resources for families who might not have the ability to purchase the materials they don’t already have. Check out the [Materials List](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/tech-free/materials-list.docx).If your PTA chooses not to do in-person distribution–either during in-person school models or via a COVID-safe pick up from a distribution point—you may choose to mail materials to people’s homes. Be sure to account for this in your budget.   | $100-600   |
| **Door Prizes** Because these families will be doing the activities on their own time, it can be harder to incentivize participation and completion of the survey. Offering small gift cards to restaurants or grocery stores to those who turn in surveys can help!    | $100-200 |