**Sample Budget Items for an In-person
STEM + Families Propelling Our World Program**

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

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| --- | --- | --- | --- |
| **Expense Description** | **Estimated Cost** | **Purchase Date** | **Actual Cost** |
| **Activity Supplies** – Check out the Materials list [here](file:///C%3A/Users/rmadavaram/Downloads/materials-list%20%282%29.docx). Most if not all of these materials can be found at the grocery store or around your home. If paper materials cannot be printed at school, you should include printed materials in this expense category. FedEx/Kinkos has an estimated cost of $.05 per piece of printed paper.  | **$250.00** |  |  |
| **Refreshments**—for example: sandwiches/pizza, bottled water, chips, veggie platter, dessert/ice cream.  | **$250.00** |  |  |
| **Advertisements**—Paper and mail costs for marketing such as flyers to be sent home and posters for common areas of the school and parking lot/pick-up area. | **$50.00** |  |  |
| **Door Prizes**—for example, small-denomination gift cards to restaurants or stores, or goodie bags to encourage attendance and completion of the survey. | **$100.00** |  |  |
| **Gift Certificates**—Small gifts for teachers and/or PTA volunteers to thank them for their help. | **$50.00** |  |  |
| **Interpretation and/or translation costs -** (If needed) to make all families feel welcome and included. | **$100.00** |  |  |
| **Transportation costs -** Such as bus or rail passes and/or bus rental (if needed) to make sure all families can attend. | **$100.00** |  |  |
| **Miscellaneous Costs** - such as facility rental, janitorial supplies and janitorial costs, lights and/or security (if needed). | **$100.00** |  |  |
| **Total:** | **$1000.00** |  |  |

NOTE: Each PTA’s Propelling Our World program budget will be unique and will depend on the needs and costs of each PTA. Many PTAs will not need to pay for facility rental or janitorial staff, for example. Any grant funds not expended on this program may be used by the PTA for any other PTA-related expense, including but not limited to additional STEM Nights.