

# LeadershipPlenty® Budget Worksheet

Every LeadershipPlenty® program will have unique financial requirements depending on factors such as how the program is organized, the number of participants and their special needs, and the availability of in-kind contributions. This

worksheet is designed to help organizers of a LeadershipPlenty® program consider both its resources and potential expense categories. By no means should all items in the worksheet be considered necessary for every program.

EXPENSE CATEGORY	CASH	IN-KIND
<b>Personnel:</b>		
Program Organizer or Administrator (if paid)		
Trainer (if paid)		
Other		
<b>Publicity:</b>		
Printing for fliers, announcements, etc.		
Postage and Supplies		
Other		
<b>Workshops:</b>		
Facilities Rental		
Supplies and Materials		
Meals		
Breaks and Snacks		
Equipment Rental		
Handouts		
Prizes, awards		
Custodial		
Copying of Handouts		
Other		
<b>Participant Support:</b>		
Mileage		
Parking		
Public Transportation		
Child care		
Interpreters		
Translators		
Other		
<b>TOTAL</b>		

