## **Budgeting**

**What Will My Event Cost?**

Most site coordinators host their events with a small budget. Some coordinators have hosted their event at no cost by having supplies donated.

Make sure to check with your supervisor before soliciting donations. Your school may have a policy in place.

For help reaching out to local businesses, FCAN provides letter templates: [www.FloridaCollegeAccess.org/initiatives/apply-yourself-florida/](http://www.FloridaCollegeAccess.org/initiatives/apply-yourself-florida/)

**What Supplies Will I Need?**

The supplies you will need for your event will depend on the type of event you plan to host. These may include:

* Food
* Prizes/raffle
* Games/Entertainment
* Decorations

**Sample Budget Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Item/Service | Purchased/Donated | Anticipated Cost | Actual Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |