



Budget Template

Line Item	Projected \$	Actual \$
DIRECT COSTS		
Orientations (2) One for employees One for students and parents		
Refreshments		
Paper products		
Copying of program paperwork		
Transportation Busing to transport students to the workplace		
Recognition Event Refreshments Paper products Award certificates Recognition Event: *Company giveaways (t-shirts, hats, etc.) for students and parents		
INDIRECT COSTS		
Staff time to implement & develop program Employee #1 Employee #2		
Employees' work time to mentor Employee #1 Employee #2 Employee #3 Employee #4 Employee #5		