

## Example: *Budget Worksheet*

Category	Definition	Cost
Facilitator Stipend	Decide if the facilitator(s) will be outside consultant(s) who needs compensation OR if an administrator at the high school or district will be facilitating as part of their current job responsibilities.	
Faculty Stipend/Release	<b>High School Faculty</b> —release time OR hourly stipend(s)  <b>Higher Education Faculty</b> —hourly stipend(s) OR consider providing a letter to document service commitment for professor’s tenure file	
Meeting Room Charges	Cost of meeting rooms per expected number of meetings	
Food	Snacks, lunch, or dinner depending on meeting times per expected number of meetings	
<b>Materials for New Courses...</b>		
Books	per expected number of courses	
Copying Costs	per expected number of courses	
Lab Materials	per expected number of courses	
Special Kits	per expected number of courses	
Other Course Materials	per expected number of courses	