***Annex A - Illustrative Budget for a One Day Workshop***

These are just estimates. Your expenses may vary. Ask your community partners to donate what they can.

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| **Kasama sa Kalusugan**  **Youth Health Influencer Training Workshop** | | | | | |
| **Budget Items** | **Description** | **QTY** | **Rate** | **Total Cost** | **Remarks** |
| **1. Transportation** | Rental of service for speaker, facilitator, and/or participants. | 1 | 5,000 - 8,000 | 5,000 - 8,000 | Ideally, the venue should be easily accessible to participants via public transportation. If not, consider renting a jeep or van to transport them to the venue. |
| **2. Venue** | A space that can comfortably accommodate up to 20 participants | 1 | 30,000 | 30,000 | Identify partners who may have a space that you can use, such as local government units (LGUs) or churches. |
| **3. Meals** | | | | | |
| ***AM snack*** | Meals for participants, facilitator/s and speaker/s | 25 | 50 - 100 | 1,250 - 2,500 | Consider purchasing from local food vendors instead of fast food.  If possible, offer water in a dispenser and encourage attendees to bring their own water bottles. |
| ***Lunch*** | 25 | 150 - 200 | 3,750 - 5,000 |
| ***PM snack*** | 25 | 50 - 100 | 1,250 - 2,500 |
| **4. Workshop Materials** | | | | | |
| ***For workshop activities*** | Pens, crayons, markers, meta cards or post-its, manila papers or cartolina, masking tape, scissors | 1 | 3,000 | 3,000 | Try to use whatever materials are already available to you. |
| ***Visual aids*** | Poster (A3 size) | 2 | 200 | 400 | Mental health continuum, Misinformation |
| Booklets  (3 kinds per set) | 20 | 300 | 6,000 | Mental Health, COVID-19, Teen Health |
| Pull-up banner or Tarp | 1 | 2,500 | 2,500 | Optional |
| ***Tokens*** | For speaker/s | 2 | 1,000 | 2,000 | Tokens are nice to have, but not essential if you are on a tight budget. |
| ***Printables*** | Certificates, attendance sheets, consent forms | 1 | 1,500 | 1,500 | For consent forms, consider printing one master copy and then photocopying the rest to save on printing costs. |
| TOTAL: | | | | 21,650 – 63,400 | You can save a significant amount by avoiding the need to rent a service and venue. Collaborate with partners to determine which materials or resources they can contribute. |