



## BUDGET ITEMS FOR A MENTORING PROGRAM\*

This worksheet has been designed to help you anticipate the expenses that are involved in supporting a mentoring initiative. For further information or questions about developing your mentoring initiative, contact us at [info@gradsoflife.org](mailto:info@gradsoflife.org).

Category	Item	Frequency	Notes	Budget
Branding/ Marketing Materials	Develop logo	One time		\$ _____
	Folders	One time	500 folders	\$ _____
	Bags	One time	500 bags	\$ _____
	Notebook w/ pen	One time	500 notebooks/pens	\$ _____
	Website landing page	New content (semiannual per location)		\$ _____
	E-blast	Every kickoff (annual per location)	If you want a branded HTML template	\$ _____
	Reminder e-mail blast	Every kickoff (annual per location)		\$ _____
	PowerPoint template	One time		\$ _____
	Communications	One time		\$ _____
Staffing	Program Coordinator (sits at school)	Annual	Will vary; based on partner	\$ _____
	Company ABC	Annual	Must have support from manager to provide time	\$ _____
Screening Fees	Fingerprinting, background checks, etc.	Annual	Will vary; program partner may cover costs	\$ _____
Program Events	Recruiting event for Company employees	Annual	Room only; will vary- May be free in some cases	\$ _____
	Training/screening event For Company employees	Annual	Room only; will vary- May be free in some cases	\$ _____
	Parent welcome event (at school)	Annual	Refreshments only	\$ _____
	Celebration event	Annual	Room and refreshments, will vary	\$ _____

\*These are broad categories that might be included in the planning process. Your initiative goals will determine your specific budget.  
Source: This document was developed with guidance from MENTOR: The National Mentoring Partnership.



EMPLOYMENT  
PATHWAYS PROJECT

Category	Item	Frequency	Notes	Budget
Program Activities/Travel	Snacks for mentees at 1:1 sessions	Annual		\$ _____
	Two field trips	Annual		\$ _____
	Thank-you gifts for mentors and volunteers	Annual		\$ _____
	Student travel to offices/ locations	Annual		\$ _____
	Mentor travel to field trips	Annual		\$ _____
Program Coordinator Travel	Company core team travel	Annual		\$ _____