

Sample Budget

This sample budget was used for a large-scale event with 200 volunteers cleaning and painting an inner-city community center. When building your budget include all items needed for the event. Include tools, plants, supplies, as well as food and water for volunteers. Use the notes section to keep track of important information. There are ways to maximize your budget, look for alternate sources of tools, and possible sponsors to provide discounted or in-kind supplies.

Tools

Item	#	Cost	Total	Vendor	Notes
Rubber Gloves					
Buckets – 5 Gallon					
Rags (200 pack)					
Sandpaper					
Wrenches / Hand Tools					
Hand Clippers					
Loppers					
Power Tools					
Sponges					
Hardware Store Total					
Item	#	Cost	Total	Vendor	Notes
1 Quart SW plastic Container					
Paint Brush 2 inch					
Paint Brush 3 inch					
Paint tape					
Wire brushes					
Roller tension pole 4 ft.					
Roller tension pole 6 ft.					

Roller covers (6-pack)					
Paint tray					
Roller frame					
Tools Total					

Paint

Item	#	Cost	Total	Vendor	Notes
Interior Latex Semi-Gloss Extra White					
Porch and Floor Satin Enamel Ultradeep					
Acrylic Semi-Gloss Acrylic Coating Ultradeep/Clear Tint Base					