## 2020 National Volunteer Week - Budget Narrative

### 1. Staff

<table>
<thead>
<tr>
<th>Staff Name and Position</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe, Volunteer Manager</td>
<td>$2,000.00</td>
<td></td>
<td>Calculated as a salary of $40,000 x 4/12 x .15 time dedicated to the project</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $2,000.00 $0.00

### 2. Fringe Benefits

<table>
<thead>
<tr>
<th>Staff Name and Position</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe, Volunteer Manager</td>
<td>$200.00</td>
<td></td>
<td>10% is the Fringe Rate for employee fringe benefits and insurances</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $200.00 $0.00

### 3. Consultants & Contractual Services

<table>
<thead>
<tr>
<th>Consultant / Contractual Service</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Consultant</td>
<td>$900.00</td>
<td></td>
<td>Use of Marketing Consultant to help with event outreach estimated for 18 hours at $50/hour</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $0.00 $900.00

### 4. Supplies and Materials

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanket supplies</td>
<td>$200.00</td>
<td></td>
<td>$100 fabric for blankets $50 fabric scissors $50 Bags used for blanket packaging/delivery</td>
</tr>
<tr>
<td>T-Shirts</td>
<td>$1,400.00</td>
<td></td>
<td>Estimated $7/shirt for 200 volunteers</td>
</tr>
<tr>
<td>Hygiene Kits</td>
<td>$900.00</td>
<td></td>
<td>$100 for bags $800 for toothbrushes (100 @ $2/toothbrush), soap (200 @ $3 per bar)</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $1,100.00 $1,400.00

### 5. Travel

<table>
<thead>
<tr>
<th>Travel Type</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$200.00</td>
<td></td>
<td>Travel to and from event for set up/take down</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $200.00 $0.00

### 6. Occupancy

<table>
<thead>
<tr>
<th>Occupancy Type</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Space</td>
<td>$600.00</td>
<td></td>
<td>Estimated Rental Space for Event 24 hours of rental time at $25/hour</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $0.00 $600.00

### 7. Communication

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flyers</td>
<td>$100.00</td>
<td></td>
<td>Cost for printing 1,000 flyers at $0.10c per flyer</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $0.00 $100.00

### 8. Other

<table>
<thead>
<tr>
<th>Other Type</th>
<th>Request</th>
<th>Match</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Beverages</td>
<td>$500.00</td>
<td></td>
<td>Hamburgers, hotdogs and soft drinks for volunteers during event</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $0.00 $500.00

**TOTAL BUDGET** $3,500.00 $3,500.00