

# Financial Management Best Practice Guide

A head for business. A heart for the world.™



# Table of Contents



Introduction .....	1
Developing a yearly budget .....	1
Identifying funding sources:	
Campus .....	1
Civic Organizations/Foundations.....	1
Entrepreneurial opportunities .....	2
Partnerships.....	2
SIFE network opportunities .....	3
Fundraising vs. Fundraisers .....	3
Thank you notes .....	6
Additional Resources	
Sample thank you note.....	7
Sample budget.....	8
Sample project proposal letter.....	9
Sample proposal outline .....	10
Sample project analysis.....	11
Sample grant budget .....	12

## Introduction

SIFE charges no dues, but it is inevitable that your team will need funds throughout the year. Since most teams are self-supporting, the responsibility of fundraising often falls on team members. Although some of your activities will involve fundraising, remember that SIFE is not a fundraising contest. The decision to conduct fundraising events or solicit donations should be driven only by the need to finance your team's educational outreach efforts or operational expenses.

This guide includes fundraising ideas, how to write a proposal for potential project partners, tips for writing thank you notes, sample budgets and ways to allocate grant money efficiently.

## Developing a Yearly Budget

There are two ways to achieve financial sustainability:

1. Create revenue sources for your team
2. Reduce/eliminate expenses

A yearly budget can help outline why your team needs to raise funds, how they need to raise and how the money will be spent. When developing your budget be sure to consider not only project costs but also operation and travel costs for your team. (See Appendix for more information and sample yearly budgets.)

## Identifying Funding Sources

### University or College Guidelines

**Be sure to check your university's guidelines before beginning any fundraising activities.**

Each University has different regulations in order for organizations to implement fundraisers. It is important to make sure you remain within those specific policies.

Since most teams are self-supporting, the necessity for fundraising often falls upon the shoulders of the team members. The decision to conduct entrepreneurial activities or solicit donations should be driven by the need to finance your team's educational efforts, operational expenses.

To help you with your fundraising goals, we have identified five approaches that have been successful:

- Campus
- Civic Organizations/ Foundations
- Entrepreneurial Operations

- Partnerships
- SIFE Network Opportunities
- Fundraising vs. Fundraisers
- Applying for SIFE Special Programs

## Campus

Most student government associations save a block of funds to allocate to campus groups for travel or team projects. Pursue this avenue when you register your team as an official organization on campus. Keep in mind that it is better to have these requests filed early in the academic year as funds are limited.

Discuss with your dean, department chair or president the opportunity for your team to receive seed money\* at the beginning of each year. This approach is often supported by effectively utilizing media (the next section of this book) as it strengthens your standing to say that your team is providing a positive impact in your community.

The key to gaining support from your college/university network is building relationships! Set up a meeting with key administrators, faculty and students who have direct influence over providing funding for student organizations.

\*Seed money is money given by college institutions or student governments to help new student organizations get started on campus. Sometimes this money is renewed every year.

## Civic Organizations/Foundations

In most cities there are civic organizations which are made up of community representatives – Kiwanis, Rotary, 20/30 Club, Jaycees, Chamber of Commerce— just to name a few. Each of these organizations prides themselves on assisting the community and many provide funding for initiatives undertaken by student organizations. To access these groups you should start by asking around your campus to find out which staff members, professors and/or administrators are members of the different civic groups. They can invite you as a guest to their meetings and help you navigate the funding options.

Should you decide to pursue grants as a source of funding, it is important for your team to realize that this is often a slow process and you should be diligent in your approach. Seeking funding at multiple dollar amounts from different foundations often makes it more likely that you will land one or more grants. It is often most effective for your team to develop a project concept with specific

### Should you apply for Non-Profit Status 501 (c)(3)?

First, check with your school to see if your team falls under the institution's status. If you do not, then you should consider applying for your own 501 (c)(3). By completing this process, it can eliminate a few extra expenses for your team. Below is a link to the form to apply for non-profit status:

<http://www.irs.gov/pub/irs-pdf/f1023.pdf>

Below are a few resources to help with any questions or concerns you have while completing the application:

<http://www.form1023help.com/>  
<http://www.irs.gov/charities/article/0,,id=96109,00.html>

#### Why should I apply?

To be able to receive gifts from companies and provide them with a receipt for their donation.

measurable outcomes that you plan to present for grant funding. Don't be afraid to use an idea as a template that you submit to multiple foundations in hopes that one will respond.

Foundation funding is often a one-time source of support – many foundations do not give annual gifts. Therefore, if you wish to receive a multi-year gift it is important to submit a project opportunity which spans over the course of multiple years with annually measurable outcomes that culminate to a net positive effect over time. (i.e., working with one group of younger students starting when they are freshmen and seeing them through to graduation; or working with a group of welfare recipients to see them through a process of gaining financial independence by attaining a job, utilizing a budget and eventually planning for their future.)

## Entrepreneurial Operations

Your campus provides an immediate customer base for small entrepreneurial operations, such as leasing vending machines, setting up a small coffee stand/shop or selling concessions at athletic events. Make sure you gain approval from your college/university administration before setting up shop.

Many times a campus, depending on size, will sign an exclusive operations contract with a particular company (such as the one who runs your campus cafeteria(s)). If this is the case, you might consider

approaching the facility manager about a partnership whereby if they will let you operate such enterprise you agree to purchase merchandise through them.

## Partnerships

For virtually every educational project your team conducts, there will be a business in your community willing to offset the cost of the project. Identify companies in your community that would make natural partners for each of your educational outreach projects and ask them to be a project sponsor. Offer to put their company logo on the materials you create to complete the project.

To accomplish an effective partnership you will need to make a budget for your projects to show how you plan on spending the funds. Remember that you are asking business people for funds which they put hard time and effort into earning. Being respectful of their business mindset through thoughtful planning, tracking and execution can result in a long standing relationship through which they would feel comfortable in funding future projects created by your team.

As with civic organizations and foundation funding, working on funding through a company or business can take time. It is important when you take a project idea before a company or business that you know when you plan to implement the project. Make sure the timing of your request allows sufficient time for them to consider the opportunity or discuss it with others within the company or business.

Note: Coordinate with the fundraising director or grants office to identify potential business partnerships.

### Developing a Proposal for Potential Partnerships

The goal of writing a proposal is to spark their interest. When writing proposals it is important to focus on properly communicating the focus and expected outcome of the project to the desired partner.

**Step 1:** Conduct research on the company/organization and determine why they would be interested in getting involved with your SIFE team.

**Step 2:** Complete a project outline - this gives the potential partner a clear idea of what your project fully entails and in what phase(s) they could be more involved and benefit the most. Included in this guide is a sample project outline.

- Put the project outline into a proposal document for the potential partners. Remember this is a sales presentation – so sell your ideas!
  - It is important to develop a pitch to help sell your project needs and your team.
  - Make the letter professional, clear and easy to read.
  - Create a packet that gives them information on the overall SIFE organization, your team history, and your team's goals and objectives for the upcoming year. Please refer to the Business Advisory Board (BAB) Best Practice Guide for details on what specific items to include in the packet.

## SIFE Network Opportunities

SIFE teams and SIFE donor companies post opportunities for fundraising on the SIFE USA message boards at [www.sife.org](http://www.sife.org) throughout the year. Additionally, when a SIFE donor company approaches SIFE World Headquarters about offering a fundraising opportunity we will contact each SIFE team via email to the advisor(s). Be sure to review these postings or check with your advisor frequently.

Your team should feel comfortable in approaching local branches of companies which you know are SIFE donors about funding your projects locally. There are some key things to consider when approaching a local branch of a SIFE donor company:

- Many companies allocate their charitable dollars early in their fiscal year. While most companies run on a calendar year for their fiscal year, not all do. Research the company ahead of time to find out when their fiscal year begins so you know when to have a funding conversation to get in on the dollars they have available.
- Schedule the appointment ahead of time. You can call and simply ask for the manager and request a time when you can come by or meet somewhere to have a cup of coffee or a soda.
- Don't assume that just because the company headquarters fund SIFE that every store or branch manager knows what the organization is or that their company is a donor.
- Begin the conversation by thanking the store or branch manager for the support their company provides. Ask him/her to serve on your Business Advisory Board and then discuss with him/her the opportunities that might be available for receiving local support for your projects. Many companies provide matching dollars which can double your other fundraising efforts.

Note: Apply for community grants at your local Sam's Club or Walmart.

## Fundraising vs. Fundraisers

Since the definitions differ, it is important that there is a clear picture on the difference between fundraising and fundraisers.

Fundraising: the raising of assets and resources from various sources for the support of an organization or a specific project.

Fundraisers: an event conducted for the purpose of generating funds.

Before you decide if a specific activity is right for your team, here are a few things to keep in mind:

**Start with a dollar goal in mind.** Working towards a goal of earning "as much as possible" is tough because you never really know when have reached that goal. Evaluate the goal by adding up each individual expense that needs to be covered, or select an amount based on other factors. Whatever you do, make sure that you keep it realistic: goals over \$5,000 often mean multiple fundraising events. Also, it is better to over project how much money you think you will need than end up with not enough money to cover your cost. Finally, you will want to review you budget monthly or quarterly to ensure you are on track.

**Make it a priority.** This is a particular challenge for SIFE team leaders, who are often busy with school work, homework other team activities. It's important to start out with a specific list of team members who will participate in the fundraiser. A list allows team leaders to stay more organized and reach their fundraising goals, by making sure that everyone on the team pulls their own weight.

**Keep it short.** Too many teams think more time spent on fundraising activities is better, but that is often not the case. Completing a fundraising activity quickly encourages team members to participate because it doesn't require a huge time commitment and makes coordination and implementation easier.

**Offer incentives.** The prize doesn't have to be big, but a \$50.00 gift card or scholarship would be a great incentive. This prize could be awarded to the person who brings in the most money or works the most hours.

**Return on Investment.** Don't forget that some projects can serve double duty as an educational project and a fundraiser. For example, if you do a

project that teaches kids about how to start their own business, like a cookie shop, you could have them invest \$1 to buy shares of stock in the company. Then after they make and sell the cookies the students would get their share of dividends based on how many cookies were sold. Your team could retain a small portion of the sales for operating costs, therefore, funding the project and ensuring that it is sustainable from year to year.

## Fundraiser Ideas

### Walmart

Walmart helps community organizations with their fundraising efforts by matching all proceeds made on their property. Ideas used by other organizations include a car wash, hot dog sale, hot chocolate sale or bake sale. Contact your local Walmart for more information.

### Silent Auction

A silent auction is a fun way to earn money for your team. Involve the local business community by having them donate items of interest. You can have a silent auction in conjunction with a big project or formal dinner.

### Radio Auction

A radio auction is much like a silent auction; only people call in to bid on each item. You can set a maximum amount the item will be sold for or you can let it sell at face value. Consider involving your mass communications department for help with the broadcast.

### Direct Traffic at a Local Sport Event or Concert

Many major league baseball, football and basketball organizations need help directing traffic at events and often have organizational groups work an event. This allows the group to earn fast cash. Start early because events are limited and often fill up quickly.

When implementing a fundraiser involving food, be sure to contact your local health department or visit [www.foodsafety.gov](http://www.foodsafety.gov) for more information and regulations.

Many restaurants have community nights. One night a month, your SIFE team can receive a percentage of the profit made during a set amount of time. The effort is minimal and is a great way to get your team name out into the community. Contact your local restaurants for more information.

### Spaghetti Dinner

Sponsor a dinner to raise money for a specific event such as helping to send your team to competition. See if you can get some or all of the food donated. This would also be a great time to practice your presentation so the audience can see what their money is supporting.

### Additional Fun Fundraising Ideas:

- Drawing – 50/50 or for a prize
- Date Auction
- Battle of the Bands Contest
- Rubber Ducky Float Race (charge per duck – have grand prize for winning duck)
- Comedy Show
- Garage Sale – This is a great way to clean out your dorm room or house and earn a little extra money for your team
- Volunteer at an amusement park – This is a quick way to earn some cash since many amusement parks often hire students to work in the park

### For more creative fundraising activities research the following links:

<https://fundraising.entertainment.com>  
<http://www.stepbystepfundraising.com> (Check out the many helpful resources on this website)  
<http://www.goldrushfundraising.com>  
<http://www.fundraisers.com>  
<http://www.easy-fundraising-ideas.com>

## Publicizing Your Fundraiser

Publicity can greatly increase the impact and effectiveness of your fundraiser; therefore it is vital to take advantage of as many resources as possible. Below are a few ideas. Reference the Media Best Practice Guide for more ideas.

### Online Publicity for Fundraising Events

Getting your event publicized online can help you generate attendance at an event and/or support for your cause. The keys are getting your information listed on as many sites as possible and reaching local media who would want to feature a story about your event.

### Press Releases Get Media Attention

Press releases, sometimes also known as news releases, are used to announce your organization and its activities to the media. The purpose is to catch the attention of editors and journalists who work for newspapers, magazines, television and radio stations with the result being a story about your organization.

While newspapers charge for ad space, if they produce a news story you will get much more

coverage than you would with ad space – and it will be free. The public naturally trusts and listens to news stories more than they do advertisements so this increases the perceived level of credibility of your organization.

Go to the websites of your local media outlets and look for information about submitting news stories. Many will accept press releases via email, but it is best to find out which method they prefer.

### **Working with SIFE USA to complete a W-9 form**

#### **SIFE Auditor Requirements:**

SIFE must be able to officially legitimize each payee regardless of the payment or taxable status of the vendor/payment. To satisfy this requirement, a completed W-9 must be on file for every vendor or individual prior to payment.

#### **Purpose of the W-9:**

Form W-9 (Rev. 10-2007) “A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you...” W-9 is used for all U.S. persons (including resident aliens), to provide your correct TIN to the person requesting the information.

#### **Required W-9 Fields: (See sample and Form W-9 General Instructions)**

- Name as shown on your income tax return (typically used for sole proprietors or individuals)
- Business name (if different from above-typically used for the team/school)
- Taxable Status must be provided: Please check one box and indicate if your federal income taxable status is exempt or not. Do not be vague. If there is a question about your exemption status or not, it will delay processing.
- Current vendor address
- Social Security Number or Employer Identification Number. We only need one or the other per vendor. Make sure it is the applicable number for the vendor listed on the W-9. For example: Individuals=Social Security Number, School=Employer Identification Number, team=federal ID or school federal ID.
- Signature-Required for the vendor. If you are signing for your school, be sure you have verified the Employer Identification Number is correct. This is the official certification that the number is correct.

Additional General Instructions are noted on the Form and new forms can be downloaded from the IRS website at [www.irs.gov](http://www.irs.gov) or by contacting SIFE HQ Program or Accounting Departments at 1-800-235-9585.

Thank You Notes

You must always show your appreciation! Whether someone has fully committed to supporting your team's efforts or has only considered it, it is important to know that sending a thank you immediately after a meeting can leave a good impression on your target affiliates.

Helpful Tips:

- Send thank you notes in a timely manner – be prompt, but remember it is never too late to show your appreciation.
- Thank you notes should always be handwritten on stationary or on a blank note card.
- If you prefer your communication be more formal, it can be in letter form and typed.
- Double check spelling (especially the names of individuals receiving the note) and check for grammar.
- Keep it simple and to the point – thank you notes don't have to be long.

- Always mention the specific favor or reason for writing the note.
- **NEVER email your thank you note!**
- Send a thank you note to potential project partners even if rejected or denied partnership. It is important to focus on building relationships for future opportunities.

**Sections of a Thank you note:**

Dear [Name],

- ¶ Quickly identify reason for thank you
- ¶ Personalize thank you (add specific details)
- ¶ Tell why favor was important to writer

Sincerely,

Name  
[SIFE team position]

## Sample Thank You Letter for Project Partners

[Date]

[Enter Individual/Company Name]  
[Enter Individual/Company Address]  
[City, State Zip]

Dear [Enter Individual/Company Name]:

Thank you for working with [Enter College/University Name] SIFE Team to help develop [project name]. Your contribution and partnership allowed [Enter College/University Name] SIFE to work directly within our community and make a difference. The impact [project name] has created an immense impact and will be felt by [target audience].

It has been a pleasure working with [Enter Individual/Company Name] and [Enter College/University Name] SIFE Team hopes this is the beginning of a successful relationship and many partnerships to come.

Sincerely,

Jan Jones  
[Enter College/University Name] SIFE Team  
[Enter Title]

# Sample Budget

<b>Student Organization Program Planning</b>				
<b>Program Sample Budget</b>				
<b>INCOME</b>	<b>Estimated</b>	<b>Estimated Total</b>	<b>Actual</b>	<b>Actual Total</b>
Allocation from Student Government	\$2000		<b>\$2000</b>	
Money Raised from Student Organization Fundraiser	\$2000		<b>\$2000</b>	
		\$ 4000		\$4000
<b>EXPENSES</b>				
<i>Projects</i>				
Credit Seminar	\$100		<b>\$78.31</b>	
SIFE city	\$300		<b>\$298.84</b>	
Get Hired today	\$50		<b>\$43.27</b>	
		\$450		\$420.42
<i>Supplies and Equipment</i>				
T-shirts	\$500		<b>\$489.39</b>	
Decorations	\$50		<b>\$45.43</b>	
Give-aways	\$50		<b>\$49.99</b>	
Paper goods	\$30		<b>\$28.43</b>	
		\$630		\$ 613.24
<i>Invitations</i>				
Printing	\$30		<b>\$ 29.50</b>	
Flyers	\$10		<b>\$7.50</b>	
		\$40		\$37
<b>Food and Refreshments</b>				
Pizza	\$ 500		<b>\$498.25</b>	
Soda	\$300		<b>\$299.35</b>	
		\$ 800		\$797.60
Travel Expenses	\$2000	\$2000	<b>\$1976.94</b>	\$1976.94
Total Expenses		\$3920		<b>\$3844.26</b>
Total Revenue		\$4000		<b>\$4000</b>
Remainder		\$80		<b>\$155.74</b>

# Sample Project Proposal Letter

[Enter College/University Name] SIFE Team  
[Address]  
[City, State, Zip]

[Date]

[Name]  
[Title]  
[Address]  
[City, State, Zip]

Dear [Name]:

SIFE is an international non-profit organization that works with leaders in business and higher education to mobilize university students to make a difference in their communities while developing the skills to become socially responsible business leaders. Participating students form teams on their university campuses and apply business concepts to develop outreach projects that improve the quality of life and standard of living for people in need.

The [Enter College/University Name] SIFE Team focuses on bettering the surrounding community through continued education. It is the team's belief that no one should ever stop learning. With that belief as our basis we developed our Using Credit Wisely project. College students are being targeted by credit card companies everyday with "too good to be true" offers and incentives. Few college students understand basic credit elements and how personal credit cards affect their credit report. With the national average of credit card debt among college students increasing, there is a real need for educational initiatives to help college students understand this issue.

The overall goal for this project is to help college students understand why it is important to establish good credit and how to assess their personal credit report. Through our lecture series and credit mentor program, the [Enter College/University Name] SIFE Team is answering this audience's credit needs. You can help educate the future customers of your [bank] by simply giving your time and supplying [Enter College/University Name] SIFE Team with a monetary donation that would allow completion of this project. By giving these simple items you will directly impact your future customer base and develop personal connection early with these future customers.

Your help is needed! To get involved with this project please respond to [Name], [Enter College/University Name] SIFE Team President by [Date] to talk about further opportunities to help with this project series.

Sincerely,

[Name]  
SIFE President  
[Phone]  
[Email]

# Sample Proposal Outline

1. Introduction (keep this section short)
  - State the purpose of the proposal (be persuasive – this is where you start to develop your pitch).
  - Include team background (who and what your team is doing – maybe include your team’s mission and goals).
2. Background
  - Identify the problem, need, opportunity, or issue
  - Discuss goals and purpose of conducting the educational outreach project.
3. Information, plan of action and scheduled events
  - State the plan for solving the problem and how the project is going to answer the target audience’s needs.
  - Tell how the potential project partner can benefit from this partnership with your team (basically: what’s in it for them?).
  - State the educational, physical, and people resources needed to complete the desired project.
  - Inform how the project will be measured.
4. Sample Budget
  - List the project costs (put extra effort into developing this section – carefully plan and allocate all possible costs because you cannot ask for more money later!).
5. Authorization Request & Proposal summary
  - Summarize the benefits of this project for the potential partner.
  - State deadline date.
  - Ask potential partner to assist in efforts.
  - State the deadline team will contact them about the sponsorship.

## **Helpful tips for proposals:**

- Develop a consistent, unified pitch throughout the proposal.
- Give your potential partner time (remember you are asking for help so you are no longer on your time, you are on someone else’s).
- **DON’T PROCRASTINATE!**
- Please refer to the sample proposal for more ideas.

# Sample Project Analysis

**Including: Full project descriptions, deadline, and budget**

## Using Credit Wisely Project Series

### 1. Specific need the project will address

With credit card companies targeting college students more everyday with offers and incentives, it is critical that every student understands the basics of how credit works and how their use of personal credit cards may have a positive or negative effect on their credit. Many do not learn these fundamentals at home because their family may have limited experiences with credit cards or they no longer live at home. With the national average credit card debt among college students increasing, there is a real need for educational initiatives that help students understand this issue.

### 2. Target audience

College students

### 3. Learning objectives

- Understand why it is important to establish good credit
- How to access and read their personal credit report, and
- How to filter through various credit card offers, select the best card and then manage their usage of that card to have maximum positive impact on their credit.

### 4. Project description/overview

Realizing the need for early credit education, invite guest speakers to teach college students topics that stress the importance of establishing good credit. For example, why it is important to establish good credit, how to establish good credit, how to choose the right credit card as well as understanding interest and how it can accrue over time.

### 5. Potential project partners

Money Bank

### 6. Physical materials and educational resources needed

Curriculum can be used from ICFE and Credit Card Mall – Sample Credit Reports

### 7. People resources needed

- 4-6 team members
- Money Bank President John Doe to speak during a portion of the workshop

### 8. How the success of the project will be evaluated

- Pre and Post tests
- Continued personal credit mentor performed by the team

### 9. How the project activity will be documented

- Video
- Pictures
- Copies of all handouts
- Copies of worksheets
- Press releases
- Testimonials of participants

10. Specific tasks and deadlines required to complete the project

**November 10<sup>th</sup>** – Preview project with the team

**November 15<sup>th</sup>** – Identify the target audience – campus wide lecture and dinner  
Work with college to organize dinner & lecture event

**November 20<sup>th</sup>** – Finalize curriculum and review with team  
Develop measurement tools – Pre/post tests

**November 21<sup>st</sup>** – Set date/ assign responsibilities with team members

**November 25<sup>th</sup>** – Contact media 2 weeks before project date (through press releases)

**December 5<sup>th</sup>** – Contact media one day before project date (through press releases and personal contact)

**December 6<sup>th</sup>** – Conduct project

**Assessment/Documentation**

Pictures/video – Amy

Pre/post test – Bob

Testimonies – Jeff

Summaries – Jill

Project review/future plans – Jill

**Send thank you notes** to professor, participants and partners – Amy

11. Project Budget

Project Materials/Copies	\$ 75.00
Room Rental	\$ 100.00
Banquet Dinner (50 x \$7)	\$ 350.00
Total	\$ 525.00

## Sample Grant Budgets

### Example grant budget of \$750

Example 1:

Expense		Amount
Marketing Materials: balloons, flyers	\$	100.00
Honorariums for speakers	\$	200.00
Budget planners for participants	\$	150.00
Print materials (hand-outs)	\$	50.00
Incentive: Gift card giveaways (Coffee shop cards for "The Latte Factor" seminar)	\$	50.00
Incentive: snack and drinks for participants	\$	200.00
Total	\$	750.00

Example 2:

Expense		Amount
Printed materials for freshmen program	\$	150.00
Printed materials for senior program	\$	150.00
Subsidize credit score purchase	\$	250.00
Prize at freshmen event	\$	100.00
Prize at senior event	\$	100.00
Total	\$	750.00

### Example grant budget of \$5,000

Example 1:

Expense		Amount
Books, Study Guides for project	\$	3,200.00
School Supplies (paper, pens, posters, calculators)	\$	1,300.00
Printing (handouts, brochures, flyers)	\$	300.00
Awards	\$	200.00
Total	\$	5,000.00

Example 2:

Expense		Amount
Scholarships (Prizes for the annual SIFE team competition for participants)	\$	2,750.00
Food and beverages (For meetings, sessions, and project competition) 1,600	\$	1,600.00
Transportation to high schools	\$	300.00
Venue expenses for the project competition	\$	150.00
Awards (plaques) for participating schools	\$	80.00
Invitations, materials and other supplies	\$	120.00
Total	\$	5,000.00

Example 3:

Expense		Amount
Computer, projector, camera for participating high school	\$	1,776.46
Recognition Luncheon for participants	\$	684.50
Gifts (T-Shirts for participants)	\$	460.00
Honorariums for Guest Speakers (2)	\$	500.00
Motivational Books	\$	600.00
Writing Books, Math helper and Labels for books	\$	979.04
Total	\$	5,000.00