



- THE BERKELEY MISSION -
Sample Budget for a Five-day Trip

<u>Budget Items</u>	<u>Approx. Amount Per Person¹</u>
(1) Accommodations	\$25
<ul style="list-style-type: none">• Host Church: E.V. Free of Oakland• Approximately \$500 total for four nights	
(2) Food	\$35
<ul style="list-style-type: none">• Approximately seven meals provided for students @ \$5 each• Students will need to bring cash for the remaining eight fast food meals	
(3) Transportation	—
<ul style="list-style-type: none">• Transportation is entirely dependent on the church/organization• Costs can be reduced significantly by borrowing vehicles• Gas costs must also be figured into this number	
(4) Miscellaneous	\$25
<ul style="list-style-type: none">• Activities• Supplies• Guest speakers fees• “Slush fund”	
(5) Brett’s fees²	\$200
<ul style="list-style-type: none">• Three-day training retreat = \$1,500³• Five-day event: \$500 per day x 5 days = \$2,500• Administration & planning = included• Total: \$4,000	

Total Cost Per Person: \$285
(Does not include transportation costs)

¹ These numbers are based on 20 paying attendees.

² Includes training, all administrative work before the trip (including, but not limited to, contacting individuals and organizations, planning trip itinerary, and administrating trip details) and the leading of the actual trip.

³ This figure may change depending on the training option chosen.

Additional Budget Considerations

- (1) Students will need cash for eight meals and for spending money.
- (2) Students will need to purchase training materials.

Additional Questions to Consider:

1. Will you need rental vehicles?
2. Can you supplement the trip with money from your budget?
3. Can you do fundraisers to help offset the cost per person?
4. Can participants send out support letters?
5. How much do you expect each participant to contribute from their own pockets?
6. How many participants are you expecting? More than 20 will help lower the per person costs.