

To Prepare a Budget for a Nature Class

To be used with the tool—The Estimated Budget (in Excel format)

Preparing a budget for a school trip is an important task, because it is on that basis that the school board, the direction and other partners can determine their support and the scope of the project.

Here are some things to consider:

- What will be the **expected duration** of the stay? (A day trip, 2 days/1 night, 3 days/2 nights, etc.)
- What will the **transport costs** be based on the number of students and the distance to be covered?
- What will be the **preferred formula**:
 - for **accommodation**? (Under the tent, dormitories, cottages)
 - for **meals**? (Lunch box, cafeteria, autonomous cooking)
 - for **activities**? (All included or a la carte activities?) With or without evening entertainment?
- Will the camp **proposed pricing** covers all services (accommodation, meals, entertainment, snacks, etc.)?
- Will there be **other fees** for certain services (bedding, access to a specialist, organization of special thematic activities, etc.)?
- What will my **material needs** be (students' souvenirs, play materials, photocopies, etc.)?
- Are there parents who cannot afford to pay and what is the **school's policy** in this regard?
- What **funding methods** could be used (*see the tool—Funding*)?

It is in the interest of the teacher or the project leader to plan funding activities to reduce costs and thus encourage a higher participation rate in the nature class.

Toolkit tools (Estimated Budget Template, Sponsorship and Thank You Letters, etc.) will be useful to you from the beginning of the planning process, as the search for financial partners must begin early and likely continue throughout the different steps leading to the realization of the project.