

# Michigan 4-H Shooting Sports Regional Training

Cost Estimate for \_\_\_\_\_ County on \_\_\_\_\_, 2019

**Expenses** *(New reimbursement rates: Same as staff. Use Federal rate tables available at <http://ctr.msu.edu/COTravel/DomesticMIE.aspx>; lunches shall be same as served to participants, otherwise following this table. However, every effort shall be made to keep workshops as low-cost as possible. For example, opt for instructors closest to training site for lowest mileage and no lodging; eat meals provided at workshops, etc.)*

**Trainer # 1 Name** \_\_\_\_\_

Home \_\_\_\_\_ to \_\_\_\_\_ Miles \_\_\_\_\_

Miles \_\_\_\_\_ X \$0.58/mile = \$ \_\_\_\_\_

Lodging \_\_\_\_\_ X \_\_\_\_\_ nights = \$ \_\_\_\_\_

Meals \_\_\_\_\_ X \_\_\_\_\_ meals = \$ \_\_\_\_\_

**TOTAL Instructor 1 = \$** \_\_\_\_\_

**Trainer # 2 Name** \_\_\_\_\_

Home \_\_\_\_\_ to \_\_\_\_\_ Miles \_\_\_\_\_

Miles \_\_\_\_\_ X \$0.58/mile = \$ \_\_\_\_\_

Lodging \_\_\_\_\_ X \_\_\_\_\_ nights = \$ \_\_\_\_\_

Meals \_\_\_\_\_ X \_\_\_\_\_ meals = \$ \_\_\_\_\_

**TOTAL Instructor 2 = \$** \_\_\_\_\_

**TOTAL Instructor Expenses \$** \_\_\_\_\_

Other supplies*		
<i>(check with trainers to make sure this list is complete)</i>		
ITEM	QTY	COST
Whistles	1/participant	
Caution tape		
Orange spray paint		
ammo		
Target backers		
Other (may vary by discipline)		

**Manuals Printed** - # participants \_\_\_\_\_ X manual printed cost \$12-18 = \$ \_\_\_\_\_

*(depending on discipline selected/length of manual)*

**Facility rental = \$** \_\_\_\_\_

**Other supplies\* = \$** \_\_\_\_\_

**Snacks, lunches or other costs = \$** \_\_\_\_\_

**TOTAL EXPENSES \$** \_\_\_\_\_

## REVENUE

Donations/Gifts = \$ \_\_\_\_\_

Number of anticipated Participants = \_\_\_\_\_

(\$ \_\_\_\_\_ Total Expenses – \$ \_\_\_\_\_ Donations/Gifts) divided by \_\_\_\_\_ # participants =

**ESTIMATED AMOUNT TO CHARGE EACH PARTICIPANT \$** \_\_\_\_\_