

Youth Engagement Budgeting Guide



Your budget will look different depending on the type of youth engagement you're budgeting for - whether it's a conference, local group bonding, an overnight trip, or something else. Some things to consider when budgeting for youth engagement:

- **Lodging**
 - Accessible Rooms
 - Meeting Rooms
- **Food**
 - Breakfast, lunch, dinner
 - Snacks & incidentals
- **Giveaways/Swag Bags**
- **Group Outings**
- **Speakers**
- **Hourly Pay/Stipends**
- **Travel:**
 - Airline/train/bus tickets
 - Airport parking fees
 - Mileage rates
- **Transportation**
 - Uber, van rental, etc.
 - Keep accessibility in mind if traveling as a group
- **Don't forget to factor in the cost for aides/parents/caregivers!**

2024 per diem rates
can be found here:



CONSISTENT COSTS

MEALS	Per Diem Rate	# Participants*	# Covered	Total	
Breakfast		18	7	2	\$252
Lunch		20	7	3	\$420
Dinner		36	7	2	\$504
Incidental		5	7	3	\$105
				Sum Total	\$1,281
Lodging	# Participants	Cost per Room	Nights in Room	Total	
Rooms	7	\$153	2		\$2,142
Meeting Room					\$100
Transportation				Total	
Group Van Rental					\$200
Miscellaneous	# Participants	Cost per		Total	
Group Outing	7	\$50			\$350
	# Participants	Cost per		Total	
Swag bag	6	\$25			\$150
Participant Stipend	Number Participants	Stipend Rate	Days Paid	Total	
	6	\$100	2		\$1,200
*Note participant 7 is a caregiver					
				Sum Total Consistent Costs:	\$6,704

Example 3-Day Local Event Budget



COSTS VARIED BY PERSON					
Travel	Plane Tickets	Mileage	Mileage Rate	Total:	
Participant 1	N/A	10 miles	0.655		\$6.55
Participant 2	N/A	15 miles	0.655		\$9.83
Participant 3	N/A	14 miles	0.655		\$9.17
Participant 4 & 7	N/A	11 miles	0.655		\$7.21
Participant 5	N/A	18 miles	0.655		\$11.79
Participant 6	N/A	7 miles	0.655		\$4.59
					Sum Total Varied Costs:
					\$49.13
		Sum Total Consistent Costs:	\$6,704		
		Sum Total Varied Costs:	\$49.13		
		Sum Total Consistent & Varied Costs:	\$6,753		