

PFC Program Description and Proposed Budget

**for (Name of Your University) Peer Financial Counseling Program
Funding**

Program Description: Type program description here. Answer the following questions:

- Who will the staff coordinator(s) be?
- Describe what a Peer Financial Counseling program will look like on your campus. How will the staff coordinator(s) recruit a student coordinator?
- How will you recruit Peer Financial Counselors?
- Will this be part of a larger program or a student organization or a stand alone program?
- Which of the PFC modules will you plan to offer on your campus?
- How will you train the Peer Financial Counselors?
- Where might the Peer Financial Counselors make presentations on campus?
- How will you fund the program?
- Who will be responsible for submitting reports and module evaluations?

Contact Information: Enter the information requested below:

Staff Coordinator: Name, address, phone (direct line), fax, e-mail address

Student Coordinator: Name, address, phone (direct line), fax, e-mail address

Business Office Contact: Name, address, phone, fax, e-mail address

Proposed Budget. See pages 6-7 of the program guide. Use a budget form similar to the one that follows.

Proposed Budget and Justification

Budget Period: _____ through 5/31/13

Salary & Wages	
Fringe Benefits	
Materials & Supplies	
Publication/Printing Costs	
Other	
Total	

Budget Justification: Prepare a brief budget justification explaining how you estimated the cost for each item. Examples for various types of expenses in each category follow:

Salary and Wages: Number of hours, number of weeks, and hourly rate used to estimate wages for student coordinator.

Fringe Benefits: Fringe benefit rate to be applied to salary and wages

Materials & Supplies: Description of what and for what purpose; for example, shirts for counselors, business cards, marketing materials.

Publication/Printing Costs: For what purpose? How did you estimate costs?

Other: Food for semester-end events for counselors; for participants in PFC programs.

NOTE: Be certain that the individual who sets up the account on your campus knows that some expenditures will be for food. Food expenditures are not permitted from certain types of state accounts.