



Move More Budget Checklist



This budget checklist is designed to assist Authorized Providers planning to conduct a *Move More* course. It outlines various sources of cost that may arise and considerations for the AP.

| Expense Item | Cost? | Considerations |
|---|-------|--|
| Fee to RNS | No | |
| Marketing Budget | Maybe | This will depend on how you wish to approach program marketing. Posters, postcards, flyers, and sample press releases are all available from RNS. Posters, flyers, and press releases can all be found on the website and will cost money to print/make copies. |
| Participant Registration | Maybe | This will depend on whether or not the AP already has someone in-house who is able to take phone calls and complete registration for participants. |
| Facility | Maybe | This will depend on whether or not the AP currently has access to an adequate facility or if a space would need to be rented. |
| Physical Activity Sampling | Maybe | This will depend on what PA sampling activities are planned for the course and if they: <ul style="list-style-type: none"> A) will be on-site or off-site (off-site activities may include entrance and/or transportation fees) B) will require a specialized leader (ex: Yoga instructor) to run the session. |
| Leader(s) | Maybe | An honorarium may be negotiated between the AP and the leader. Compensation for leaders who are in-house or staff may be determined by the AP. Leader payment should be considered when setting the program registration fee. Depending on the number of participants who register, you may consider hiring two leaders. |
| Guest Speakers | Maybe | Course will likely include 3-4 guest speakers. One dietician for the session regarding nutrition, plus others for activity sampling (which will be determined by the participants). Speak with a dietician in your community prior to setting your budget. |
| Supplies from RNS | No | You must inform RNS of the number of registered participants for your course at least 10 days prior to the course start date so that RNS may send you the necessary supplies. |
| Participant Handouts (<i>as included in the Leaders manual</i>) | Yes | You will need to photocopy weekly handouts for each participant. |
| Participant Certificates from RNS | No | RNS must be given a full list of program participants no later than 2 weeks prior to course completion. |