

# APPENDIX H

## Worksite Wellness Sample Budget

Two budget samples are posted here. The first is list of categories serves as “prompts” for you to consider as you think about what your program might do to implement strategies.

The second sample provides a longer list of line items and is best suited for established programs with a larger budget.

### HIGH LEVEL CATEGORY LIST

*(This budget sample provides a list of categories to consider regardless of the size of your budget)*

	2011	2012	Difference	Rationale
<b>WAGES</b>				
Staff				
Wellness committee stipend				
<b>HARDWARE/SOFTWARE</b>				
Phones				
Computers and computer accessories				
<b>OFFICE SUPPLIES</b>				
Paper, pens, envelopes, etc/				
<b>EDUCATION/TRAINING/CONFERENCES</b>				
Staff and Committee Members				
<b>TRAVEL/MILEAGE EXPENSES</b>				
Staff and Committee Members				
<b>ORGANIZATIONAL AFFILIATIONS</b>				
Memberships (WELCOA, National Wellness Institute)				
<b>PUBLICATIONS</b>				
American Journal of Health Promotion, etc.				
<b>HEALTH RISK ASSESSMENTS</b>				
Cost per HRA (paper or online) and other fees				
Incentive per participant				
Other incentives (giveaways or food)				
<b>BIOMETRIC SCREENINGS</b>				
Cost per screen and other vendor fees				
Incentive per participant				
Other incentives (giveaways or food)				
<b>EMPLOYEE FLU SHOTS</b>				
Cost per shot				
<b>HEALTH COACHING</b>				
Cost per participant				
<b>HEALTH EDUCATION PRESENTATIONS</b>				
Cost per presentation				
<b>HEALTH EDUCATION LITERATURE</b>				
Brochures, Newsletters, Books				
<b>WEB PORTAL VENDOR</b>				
Customized employee wellness website – vendor fee				
<b>CAMPAIGN MATERIALS</b>				
Events, manuals, materials, incentives, etc.				
<b>ONSITE FITNESS SERVICES</b>				
Fitness class(es), Trainer(s), Fitness equipment, etc.				
<b>OTHER</b>				
Event reusable materials, equipment, etc				



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## DETAILED BUDGET

*(This budget sample provides a more detailed list of line items to consider for your budget)*

	2011	2012	Difference	Rationale
<b>WAGES</b>				
Staff 1 (FTE)				
Staff 2 (FTE)				
Staff 3 (FTE)				
Staff 4 (FTE)				
Wellness committee stipend				
Other				
(Temp Help)				
(Contractors)				
Incentives, prizes				
<b>HARDWARE/SOFTWARE</b>				
Phones				
Computers				
Printers				
Software				
Software updates				
Maintenance				
<b>OFFICE SUPPLIES</b>				
Paper				
Pens				
Files				
Envelopes				
Forms				
Other				
<b>EDUCATION/TRAINING/CONFERENCES</b>				
Staff 1 (FTE)				
Staff 2 (FTE)				
Staff 3 (FTE)				
Staff 4 (FTE)				
<b>TRAVEL/MILEAGE EXPENSES</b>				
Staff 1 (FTE)				
Staff 2 (FTE)				
Staff 3 (FTE)				
Staff 4 (FTE)				
<b>ORGANIZATIONAL AFFILIATIONS</b>				
WELCOA				
Wisconsin Wellness Council				
National Wellness Institute				
Other				
<b>PUBLICATIONS</b>				
American Journal of Health Promotion				
The Art of Health Promotion				
Health Promotion Practitioner				
Health Promotion Practice				
Health Promotion International				
Wellness Program Manager Advisor				
Other				
<b>HEALTH RISK ASSESSMENTS</b>				
Cost per HRA (paper or online)				
Other vendor fees				
Incentive per participant				
Other (giveaways or food)				

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<b>BIOMETRIC SCREENINGS</b>				
Cost per screen				
Other vendor fees				
Incentive per participant				
Other (giveaways or food)				
<b>HEALTH COACHING</b>				
Cost per participant				
Other vendor fees				
Other (giveaways or food)				
<b>HEALTH EDUCATION PRESENTATIONS</b>				
<b>("LUNCH AND LEARNS")</b>				
Cost per presentation				
Other vendor fees				
Other (giveaways or food)				
<b>HEALTH EDUCATION LITERATURE</b>				
Brochures (for brochure rack)				
Books (for lending library)				
Newsletters				
<b>WEB PORTAL VENDOR</b>				
(customized employee wellness website)				
Vendor fees				
<b>EMPLOYEE FLU SHOTS</b>				
Cost per shot				
Other vendor fees				
Other (giveaways or food)				
<b>CAMPAIGN MATERIALS</b>				
<b>Quarter 1 Event</b>				
(program manual & materials)				
(incentives/prizes/giveaways)				
(other)				
<b>Quarter 2 Event</b>				
(program manual & materials)				
(incentives/prizes/giveaways)				
(other)				
<b>Quarter 3 Event</b>				
(program manual & materials)				
(incentives/prizes/giveaways)				
(other)				
<b>Quarter 4 Event</b>				
(program manual & materials)				
(incentives/prizes/giveaways)				
(other)				
<b>ONSITE FITNESS SERVICES</b>				
Fitness class(es)				
Personal trainer(s)				
Fitness equipment				
Equipment maintenance				
Liability insurance				
<b>OTHER</b>				
Table Cloth for Events				
Brochure racks				
Book shelves				
Blood Pressure Machine(s)				
Other				



