



# Supplemental



## Budget Planning Worksheet

Always have a wishlist on hand of purchases or changes that would improve your space, make it more inviting, and better support the curriculum. You never know when money will come along! Your preparations will pay off when you can show you have a plan that will impact learning outcomes for the whole school.

Besides just jotting down ideas on this worksheet, you may also consider making a file or section in your binder with pictures, descriptions, places to purchase materials, and any requests or research that back up your ideas. All of these materials will be useful if you ever have the chance to write an official proposal to get funding for your wishes.

Use this worksheet to organize the things you need and want to buy for the school library. Write down each item and its cost in the appropriate column. Consider carefully what items go in the *need* column rather than the *want* column. List everything, regardless of cost. Once you have your list, you can organize it to decide what is most important, what you can afford, and how to best spend your funds. Then determine what you have the budget to actually purchase.

