

Including PrepareRI in your Budget: Instructions

Part 1: Decide on a PrepareRI goal

Establishing a clear goal is the first step:

- What needs to happen to establish or expand PrepareRI programming in your school or district? How does it align to the school district's mission, priorities and values?
- What is achievable? What can happen in the 2018-19 academic year?
- What does success look like? What measurements are important (i.e. number of students enrolled in career exploration programming, completed internships, courses aligned to high-skill/high-demand careers?)

Part 2: Identify initiative(s) to meet your goal

What have you learned about today that you'd like to implement in your school or district?

- Examples include type of personnel (counselor, school-based coordinator), professional development, course/career pathways, ILP vendor.

Not sure yet? Ways to figure out what programming or resources to add include:

- Interviewing or surveying principal, teachers, parents and students
- Mapping out current offerings to spot opportunities for new programming and/or personnel

Part 3: Cost out Initiative(s)

- Identify costs that will need to achieve the goal (i.e. salaries and benefits, equipment)
- Identify current resources that can be repurposed (i.e. in dollars, in number of hours)
- Identify needed resources for a budget ask

Part 4: Create a Plan

Whether you have been through many budget cycles or this is your first one, making a plan is always helpful. Start by identifying **key stakeholders** (i.e. school committee, parents, students) you'll need on your side to approve a new budget request. Think about:

- Who are your champions or messengers?
- Who are the decision-makers who can make it happen? How will they benefit from making it happen? Who influences them?
- Who are your opponents? Who listens to them and why?

Next, think about the **environment** you are currently in and the **budget timeline**:

- What kind of political or budgetary environment are you working in?
 - What are the top opportunities? What are the biggest threats?
- What is the budget timeline? When do decisions get made?
- Who is the budget request sent to? What is the deadline to send the request?

Finally, write down an **elevator pitch** you can use with key stakeholders, including decision-makers. This is a simple, clear (jargon free!) message consisting of a few persuasive sentences that appeals to your audience's values and tells them what success of this budget request looks like. While the core message may be the same, specific points may change for each of your audiences.