

BUDGET

Although you can run an ESL School on a small budget, you still need some money to work with. You should find out from your Church whether they will be willing to include you as a line item in their next budget. Submit a request in writing to the “authorities” being as specific as you can about your needs.

If you are not able to get what you consider a sufficient budget from your church, do not worry. God will provide in other ways.

Make sure that you keep track of each and every expenditure. Make copies of all reimbursement requests that you submit to the church. The more professional and meticulous you are with this, the more likely your church will entrust your ministry with more money in the future.

What does it take to run an ESL School budget wise?

1. Money for training.

Remember that if you are hosting the ESL Workshop, the trainer will expect an honorarium of \$250 to \$300, plus traveling expenses.

You may want to pay for your volunteers to take the training; however, most churches have the volunteers pay for it themselves at least initially.

2. Money for Teachers Books and Resources

Each teacher will need a Teacher’s Guide and Student Book for their class level. Teacher’s Guides are usually around \$30 and Student Books are around \$20. It is nice for the church to purchase these for their volunteers, but committed volunteers will many times buy these themselves if necessary.

Other resources that you may want to purchase are:

Picture Dictionaries about \$20 a piece
Pronunciation Books
Enrichment Curriculum Books

3. Money to Purchase Student Books

Although we encourage you to ask for a donation to cover the complete cost of the student book plus shipping and handling, you do need money up front to order the books. It is best to have the books on hand to “sell” to the students.

4. Snacks

If possible it is nice to have money to pay for snacks, but you can ask people to donate them. Make sure that you check your church's food policy before bringing in outside homemade food.

5. Christian Materials

It is nice to have Bibles on hand for all of your students. We recommend the NIRV (New International Readers Version) which is the NIV at a 4th grade reading level. It is the complete Bible and costs about \$3.50 a piece from the International Bible Society. It is also good to have all of the same version Bibles for your students, if possible.

If you cannot afford to purchase Bibles, ask you congregation to donate Bibles that they have laying around the house.

Foreign Language Bibles
Foreign Language Tracts
Jesus Videos

6. Money for Staff Development

It is nice to have some money to pay for your teachers to attend enrichment seminars and to pay for food at your team meetings. It is good to have some money to cover the expense of thank you gifts, etc...

7. Professional Memberships

You may want to join your state TESOL group. The cost is usually under \$100 per year.

8. Administrative Supplies

These are all the things that are in your teacher supply boxes, plus student notebooks, etc....

EXAMPLE OF AN ESL SCHOOL BUDGET

Teacher Training

Honorarium for instructor	\$300
Break time food and drinks	\$150

Staff Development

Training Seminars/Classes	\$200
Meals and refreshments	\$240
Teacher Appreciation	\$ 50

Teacher Materials for New Teachers

Teacher Guides 10 @ \$30	\$300
Picture Dictionaries 10 @ \$20	\$200
Pronunciation Contrasts 10 @ \$15	\$150
Essentials of English Grammar 10 @ \$10	\$100

Snack Food & Party Supplies

35 Classes @ \$40 each	\$1400
Fellowship Socials	\$ 300

Other Materials

Jesus Videos 2 @ \$18	\$ 36
NIRV English Bibles 50 @ \$3.75 each	\$178
Christian Literature in Foreign Languages	\$200
Classroom Resources	\$300

Administrative Supplies

Labels, envelopes, erase sheets, markers, etc...	\$250
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Professional Memberships

Maryland TESOL	\$ 45
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TOTAL **\$4399**