

Part 3: Miscellaneous Costs per Student

Meals &/or Snacks: Calculate costs of the meals & snacks including paper goods, drinks, & food. If unsure, consider using \$10 for a box meal & \$1.50 for each snack per student. Determine the number of meals &/or snacks served during a set of training classes.

	Meals	Snacks
Cost of each Meal &/or Snack per student	\$ _____	\$ _____
Number of Meals &/or Snacks	x _____	x _____
Total Cost of Meals & Snacks per student	\$ _____ (N)	\$ _____ (P)

Training Manual: Manuals produced in-house should include cost of materials (toner, paper, binder/folder) as well as time involved in production.

Cost of training materials \$ _____ (Q)

Calculate Total Miscellaneous Costs per student by adding totals for meals, snacks, & training materials

Meals	\$ _____ (N)
Snacks	+ \$ _____ (P)
Training materials	+ \$ _____ (Q)
Total Miscellaneous costs per student	= \$ _____ (R)

Part 4: Final Calculation: Determine TOTAL COSTS Per Student by adding sub-totals for Staffing Costs & Miscellaneous Costs

Staffing cost per student (from Part 2)	\$ _____ (H)
Total miscellaneous costs per student (from Part 3)	+ \$ _____ (R)
* Total Costs for training one volunteer *	= \$ _____

Think about:

- What are the costs of *lost* volunteers if they choose NOT to wait for the next training class? What are the problems of having a group of volunteers ready to begin at the same time? Wouldn't it be nice to stagger the enthusiasm & readiness of new volunteers?
- Actual salary costs may be more than your averaged figures indicate.
- Your hospice may also want to calculate facility costs for your training classes.
- The smaller the class size, the more the cost per student.
- Six hours of home study + quizzes may cover more information consistently and thoroughly than 12 – 18 hours of class time. (Breaks, rambling questions & instructors, late starts, interruptions, inconsistency between instructors, etc.)