

Sample workplace wellness program budget

*either you will be given a budget envelope that you need to stay within or you will need to build out your annual plan and use this budget template to include estimates for costs associated with your plan. If you do not have either of these a good starting point would be to use about \$75/person/year, increasing as the program builds momentum.

Budget Item	Quantity	Cost	Comments
Personnel costs	0.2 FTE	0.2*Salary	It is recommended to there is at least 0.2 FTE for this position. Either within the job description of one person or shared across two people. This could be slightly less if there is an active and well supported Wellness Committee.
External consultants to instruct or provide services related to awareness, lifestyle change, supportive environment activities			Either select the number of these sessions you plan to bring in each quarter or go by the annual plan created to identify how many to budget. It is usually anywhere from \$250-\$500 to bring people in. For lower cost options look for community resources.
Onsite preventive screenings and/or services OR onsite lifestyle change activities : aerobics, massage therapy or yoga classes, employees will pay all costs associated with the instruction directly to the instructor. (i.e. employee provides access to space and teach and employees pay small nominal fee to participate)			Prices vary - phone around in your community to find out what is offered. Access local fitness centers to find out if they would provide training at your workplace or offer opportunities to try out their facilities at a discounted rate.
Equipment and supplies			Budget just enough in this line to make sure that your wellness program and committee have what is needed to run meetings and organize the program.
Incentives/Awards			This may be trial and error for your worksite. Either set an amount that fits within the resources you have or review your annual plan to see how many incentive prizes you will need. Remember - you might be able to ask suppliers or vendors that work with your company for some of the incentive prizes which can lower this cost.
Facilities modification			This line will support any planned changes to the physical environment at your worksite (water coolers, kitchen supplies, standing desks, fitness equipment, sunscreen etc.)
Employee Assistance Program			Talk to your Human Resources department about this line. This may already be accounted for within another budget area. If not this is an important aspect to look into and can be a key baseline support for employee overall health.