

# NFIB's Young Entrepreneur Foundation Budgeting Lesson Plan



## Objective:

- To understand the definition of income, expenses, and budget
- To develop a personal budget for the office's lunch plan
- To learn the life skills of finance, budgeting, and customer service

## Material:

- Money to purchase lunch
- Access to take out menus (pizza place, sandwich shop, etc.) or access to the internet

**Timeframe:** 2 hours—This includes eating lunch as well. Be sure to talk to employees before the day of the event to get their feedback about lunch that day and their donation for lunch. Another option would be to have the meal come from the office discretionary spending. Be sure to get this information and the money BEFORE lunch.

## Lesson Plan:

- Ask the students to define the following words
  - Income: money received through work or through investments (the money students are given for lunch)
  - Expenses: The cost required for something; the money spent on something (the amount they will be spending on the food, and any other needs they will have to make the meal a success)
  - Budget: An estimate of income and expenditure for a set period of time (what they will be creating to find a solution to their office lunch plan)
- Give the students a set amount of money, explaining that the office would like to hire them to be their caterers for the day. You can specify how much money they will be given to complete the job and any expectations the office has of them.
- Brainstorm what their lunch expenses will be.
  - What kind of food do they want?
  - How many people will they be providing food for?
  - What will the customers want (employees in the office, the other students there for the day, etc.)?
  - Are drinks and dessert necessary?
  - Is the plan within their budget—compare expenses and income
- Look up food options (online or menus) close to the office, ensuring the students keep within the budget.
- Once the food has been ordered, go through the different steps of the process:
  - What was difficult about creating your budget?
  - Would anything have made this process easier?
  - What did you need to consider as you were making your decisions about lunch options?
- How will they spend any money they have left over?
  - Keep it as profit for themselves (split evenly?)
  - Purchase a thank you gift for the office (investing in their customer)
  - Donate the money to an agreed upon charity
- Plan the rest of the lunch break
  - How can they be sure their customers are happy?
  - What will they do if customers complain?
  - How will the food be delivered?
  - How will they communicate the next steps to their customers (mass email, knock on office doors, etc.)
- Once the food arrives, have the students continue their business:
  - Deliver the food
  - Make the experience enjoyable for all
  - Thank the small business employees for “hiring” them to do the job
  - Enjoy their success!