

## SAMPLE BUDGET WORKSHEET

### FEES:

Event registration fees \_\_\_\_\_  
Admission fees, tickets, etc. \_\_\_\_\_

### TRANSPORTATION:

Gas, oil, etc. for cars \_\_\_\_\_  
Vehicle rental fees \_\_\_\_\_  
Plane or train fare \_\_\_\_\_  
Insurance \_\_\_\_\_  
Parking, tolls, etc. \_\_\_\_\_  
Taxi \_\_\_\_\_  
Public transportation \_\_\_\_\_  
Tips \_\_\_\_\_

### LODGING:

Night 1: \_\_\_\_\_  
Night 2: \_\_\_\_\_  
Night 3: \_\_\_\_\_

### FOOD:

Breakfast, Day 1: \_\_\_\_\_  
Lunch, Day 1: \_\_\_\_\_  
Dinner, Day 1: \_\_\_\_\_  
Snacks, Day 1: \_\_\_\_\_  
Breakfast, Day 2: \_\_\_\_\_  
Lunch, Day 2: \_\_\_\_\_  
Dinner, Day 2: \_\_\_\_\_  
Snacks, Day 2: \_\_\_\_\_  
Breakfast, Day 3: \_\_\_\_\_  
Lunch, Day 3: \_\_\_\_\_  
Dinner, Day 3: \_\_\_\_\_  
Snacks, Day 3: \_\_\_\_\_  
Tips \_\_\_\_\_

### SOUVENIRS:

\_\_\_\_\_

### MISCELLANEOUS:

Registration dues for non-Girl Scouts \_\_\_\_\_  
Supplies (First Aid Kit, special Equipment) \_\_\_\_\_  
Additional insurance \_\_\_\_\_  
Contingency fund \_\_\_\_\_  
Identification \_\_\_\_\_  
Lifeguard \_\_\_\_\_  
Other \_\_\_\_\_

### TOTAL COST OF TRIP

\_\_\_\_\_

**To determine the amount each girl** (or adult, if needed) must pay for any trip or event, you:

(Start with) Total expense of trip \_\_\_\_\_

(Minus) Available Troop Funds \_\_\_\_\_

(Minus) Planned Product Sale \_\_\_\_\_

(Minus) Planned Money-Earning Activities \_\_\_\_\_

(Equals) Amount short/needing subsidy \_\_\_\_\_

(Divided by) Number of Participants \_\_\_\_\_

(Equals) Amount Each Girl pays \_\_\_\_\_

**Before proceeding, answer these questions:**

1. Is the amount each girl can pay reasonable?
2. Will at least 3/4 of your troop be able to attend?
3. What opportunities will be provided for the girls who cannot go?
4. Do you need to budget for them as well?
5. Do all families and girls agree that the money is being spent wisely?
6. Do all families and girls understand the council policies and procedures that will govern the trip?
7. Are all participants agreeable to follow the financial rules?
8. How will the girls left behind get to spend their portion of the troop money? *(NEVER hand out cash to girls. Troop money should be used to pay for program opportunities. If a girl cannot attend one activity make sure she has access to others, such as camp.)*



## SAMPLE FINANCIAL UNDERSTANDING AND AGREEMENT

1. I agree to participate in money earning activities to help cover the cost of the troop trip. The money earning activities the troop currently has planned are:

Activity	Date	Time

2. I understand that money earned through troop money earning belongs to the troop and is not refundable to individuals.
3. Should I no longer be a member of this troop and do not register as a Girl Scout, I understand that money raised will remain part of the troop's funds and that I no longer will be entitled to use it.
4. If family payments are made toward the trip but I cannot attend, that money can be returned to my family after any expenses already paid on my behalf are deducted.
5. If my behavior warrants that I must be sent home, my family assumes the responsibility for the cost of transportation incurred.

I understand and agree with the above statements.

Girl Scout Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_