



Final Budget Worksheet – Troop Adventure

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

MUST ACCOMPANY TROOP ADVENTURE “REQUEST FOR APPROVAL” APPLICATION

Troop # _____ Troop/Trip Leader _____

Trip Destination _____ # of Days _____ # of Nights _____

of Girls _____ # of Supervising Adults _____ Tag-a-Longs _____ Add'l Adults _____ Total # Traveling _____

Activities Planned: _____

COST/EXPENSES ANTICIPATED (May include all or many of the items listed)

	\$ PER PERSON	\$ PER TROOP
1. Accommodations (# of rooms reserved _____)		
_____ nights @ \$ _____ + tax =		_____
_____ nights @ \$ _____ + tax =		_____
Lodging Grand Total \$		_____
2. Transportation to destination and return	_____	_____
3. Local Transportation	_____	_____
4. Food and Tips		
_____ Breakfasts @ \$ _____ per person		
_____ Lunches @ \$ _____ per person		
_____ Dinners @ \$ _____ per person		
_____ Special Meals @ \$ _____ per person		
_____ Snacks @ \$ _____ per person		
	_____ x _____ =	
	Grand Total PP	Grand Total
5. Pre-Trip Planning Costs (stamps, envelopes, telephone, newsletters)	_____	
6. Entrance/Program Fees	_____	_____
7. Additional Insurance Costs	_____	
8. Special Equipment Costs	_____	
9. First Aid Supplies	_____	_____
10. Contingency Fund		
(should cover the cost of 1 nights lodging plus meals)	_____	_____
11. Required Emergency I.D. Bracelets (<i>Safety-Wise</i> , pg. 93)	_____	_____
12. Other _____	_____	_____
_____	_____	_____
_____	_____	_____
13. Add 10-15% for mis-estimate	_____	_____
<u>TOTAL ESTIMATE TO TRIP COST</u>	_____	_____

INCOME ANTICIPATED

\$ AMOUNT

Total currently in troop account	_____
Fall Product (magazines and nuts/chocolates)	_____
Cookies Program	_____
Other 1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

GRAND INCOME TOTAL \$ _____

What is the plan for using money earned in the event the trip does not materialize? _____

What is the agreed upon plan for handling the money if individual girls drop out of the trip or if new girls join?

What is the plan if the troop does not make the projected income?

Yes / No	Additional Money Earning
	If so how: _____
Yes / No	Alter Trip Plans
Yes / No	Girls and Parents Pay More

If Yes, how have parents agreed to this? _____

