

Trip and Outdoor Budget Planning Tool

Use this Budget Planning Tool with the girls in your troop to help determine the budget for your trip or outdoor activities. Ask girls to brainstorm all the possible expenses to determine the total expenses of the trip. Once you know the total expenses, add up all your troop income to determine if you have enough money or if additional funding is needed.

Expenses

Lodging

Day Use Reservation Fees		
Day 1 _____	\$ _____	_____
Day 2 _____	\$ _____	_____
Day 3 _____	\$ _____	_____
Lodging Fees (don't forget taxes)		
_____ nights X \$ _____ per room X _____ rooms =	\$ _____	_____
_____ nights X \$ _____ per room X _____ rooms =	\$ _____	_____
_____ nights X \$ _____ per room X _____ rooms =	\$ _____	_____
Total Lodging Expenses	\$ _____	_____

Equipment

Cooking or camping supplies	\$ _____	_____
Activity supplies	\$ _____	_____
Equipment rental (kayak, bikes, etc.)	\$ _____	_____
First aid kit supplies	\$ _____	_____
Specialized gear (snorkel, etc.)	\$ _____	_____
Total Equipment Expenses	\$ _____	_____

Training

Camp Out training	\$ _____	_____
First Aid/CPR training	\$ _____	_____
Wilderness First Aid training	\$ _____	_____
Total Training Expenses	\$ _____	_____

Food

_____ days X \$ _____ per breakfast X _____ people =	\$ _____	_____
_____ days X \$ _____ per lunch X _____ people =	\$ _____	_____
_____ days X \$ _____ per dinner X _____ people =	\$ _____	_____
_____ days X \$ _____ per snacks X _____ people =	\$ _____	_____
Water and beverages	\$ _____	_____
Tips	\$ _____	_____
Total Food Expenses	\$ _____	_____

Fees

\$ _____ Event registration X _____ people =	\$ _____	_____
\$ _____ Admission fee X _____ people =	\$ _____	_____
\$ _____ Tickets X _____ people =	\$ _____	_____
Total Fee Expenses	\$ _____	_____

Transportation

\$ _____ per day vehicle rental X _____ days =	\$ _____	_____
\$ _____ gas per mile X _____ miles X _____ cars =	\$ _____	_____
\$ _____ plane or train fare X _____ people =	\$ _____	_____
\$ _____ BART, ferry, bus X _____ people =	\$ _____	_____
Parking, tolls, etc.	\$ _____	_____
Tips	\$ _____	_____
Total Transportation Expenses	\$ _____	_____

Miscellaneous

Souvenirs as agreed upon by the troop	\$ _____	_____
\$ _____ t-shirts X _____ people =	\$ _____	_____
\$ _____ fun patches X _____ people =	\$ _____	_____
\$ _____ badges or Journeys X _____ girls =	\$ _____	_____
Registration dues (non-members)	\$ _____	_____
Additional Insurance		
\$ _____ cost X _____ days X _____ people =	\$ _____	_____
Purchased services (lifeguard, naturalist)	\$ _____	_____
Copying and printing	\$ _____	_____
Emergency and unexpected costs (20%)	\$ _____	_____
Other _____	\$ _____	_____
Other _____	\$ _____	_____
Other _____	\$ _____	_____
Total Miscellaneous Expenses	\$ _____	_____

A. Grand Total Expenses	\$ _____
Income	
Available Troop Funds +	\$ _____
Product Program Income +	\$ _____
Money-Earning Activities +	\$ _____
Donations From Community +	\$ _____
Contributions From Families +	\$ _____
B. Grand Total Income	\$ _____
C. (B - A = C) Surplus (+) or Deficit (-)	\$ _____

Before finalizing your budget and trip plans, answer these questions: Do you have a surplus or deficit? If a deficit, look for ways to minimize expenses or reduce activities. Is the cost of the trip reasonable and affordable? Will at least 3/4 of your troop be able to attend? What opportunities will be provided for the girls who cannot go? Do you need to budget for them as well? Do all families and girls agree that the money is being spent wisely?