



**Girl Scouts**  
Where Girls Grow Strong™

## EVENT BUDGET WORKSHEET

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

### ANTICIPATED ATTENDANCE:

Girls \_\_\_\_\_  
(min) \_\_\_\_\_  
(max) \_\_\_\_\_

Adults \_\_\_\_\_  
(min) \_\_\_\_\_  
(max) \_\_\_\_\_

Age Levels:  
Bro. \_\_\_\_\_ Cad. \_\_\_\_\_  
Jr. \_\_\_\_\_ Sr. \_\_\_\_\_

### EXPENSES

### AMOUNT

Site or facility:

Campsite, motel, church, school, etc.  
(include all site charges, moving and maintenance)

\_\_\_\_\_

Food:

For meals in a restaurant actual cost plus tax and gratuity.  
For food to be purchased decide the amount allowed per person  
Per meal plus an allowance for snacks

\_\_\_\_\_

Program Supplies:

Include such items as materials for posters, nametags,  
signs, decorations, etc. Supplies for work groups, skills,  
etc., materials for prizes, awards, etc.

\_\_\_\_\_

Patches:

Use total cost for the minimum order – not a per patch cost.

\_\_\_\_\_

OTHER – Such as insurance or medical supplies.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_ ÷ \_\_\_\_\_ = \$ \_\_\_\_\_

Expenses

Girls

Cost per girl

Add a small amount to the per girl cost for emergency:

Income \_\_\_\_\_ Girls X \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

*Girl Scouts of Moingona Council are committed to the education, acceptance,  
and appreciation of its diverse membership and assures that all  
have equal opportunities in the Girl Scout Program.*