



Troop Trip Budget Worksheet

This form must be submitted at least 4-6 weeks prior to the trip and resubmitted if the budget changes.

EXPENSES

Food

_____ days X \$ _____ per breakfast X _____ (_____ Girls + _____ Adults) = \$ _____
 _____ days X \$ _____ per lunch X _____ (_____ Girls + _____ Adults) = \$ _____
 _____ days X \$ _____ per supper X _____ (_____ Girls + _____ Adults) = \$ _____
 _____ days X \$ _____ per snack X _____ (_____ Girls + _____ Adults) = \$ _____
Total Food Cost = \$ _____

Lodging

1st location _____ nights X \$ _____ per room X _____ rooms = \$ _____
 2nd location _____ nights X \$ _____ per room X _____ rooms = \$ _____
 3rd location _____ nights X \$ _____ per room X _____ rooms = \$ _____
Total Lodging Cost = \$ _____

Travel

Air, Charter Bus* or Train: \$ _____ per person X _____ # Girls + Adults = \$ _____
 Lease Van*: \$ _____ per day X _____ Days X _____ Vans = \$ _____
 Gasoline: \$ _____ per mile X _____ miles X _____ Cars = \$ _____
Total Travel Cost = \$ _____

**For rental agreements that need to be signed, if anywhere in the contract/agreements the words "holds harmless" are included, this will need to be reviewed and signed by the GSGWM CEO. If you are unsure about if an agreement needs to be reviewed and signed by our CEO, please contact Customer Care at 888-474-9686 or customercare@girlscoutgwm.org.*

Program Activities (add additional sheet if necessary)

Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
Total Activity Cost = \$ _____

Insurance

There is a minimum insurance charge of \$5 per trip. Additional Girl Scout Activity Insurance is \$0.29 pp/per day for domestic trips and \$1.17 pp/per day for international trips.

_____ # Girls + Adults X _____ # days X _____ cost of chosen plan per person = \$ _____

Other Insurance Costs (travel, liability, etc.): \$ _____

Liability Insurance should be carried by both transportation and activity providers. "Travel" Insurance option is offered by some travel agencies and airlines.

Total Insurance Cost = \$ _____

Equipment Rental (i.e. bicycles, canoes, etc.)

_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
Total Equipment Cost						= \$ _____

Supplies & Miscellaneous Costs (first aid supplies, etc.)

_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
Total Supplies and Miscellaneous Costs = \$ _____	

Add Total Expenses	
Food	
Lodging	
Travel	
Program Activities	
Insurance	
Equipment Rental	
Supplies/Miscellaneous	
Emergency Fund (plan for at least 10% of total expenses)	
Total Expenses:	

INCOME (Over 1, 2, 3, or 4 years)

Troop Dues	\$ _____	X _____ years	= \$ _____
Cookie Sale Earnings	\$ _____	X _____ years	= \$ _____
Fall Product Earnings	\$ _____	X _____ years	= \$ _____
Troop Money-Earning Project #1 _____		(Year # _____)	= \$ _____
Troop Money-Earning Project #2 _____		(Year # _____)	= \$ _____
Troop Money-Earning Project #3 _____		(Year # _____)	= \$ _____
Other: _____			= \$ _____
Parents/Guardians (discussed with or agreed upon with parents/guardians)*			= \$ _____
Girls' Contributions (varies)*			= \$ _____
Total Income			= \$ _____

** Should not exceed 1/3 of the cost per person for the trip.*

Plans for extra funds or how the difference in funds will be earned: