



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 ___ # of Girls + Adults = \$ ___

Lease Van*: \$ ___ per day X ___ days X ___ vans = \$ ___

Gasoline: \$ ___ per miles 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 \$0.70 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: