**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

 days

 days

 days

X $ per breakfast X $ per lunch

X $ per supper

X $ per snack

X ( Girls + Adults) = $ X ( Girls + Adults) = $ X ( Girls + Adults) = $

X ( Girls + Adults) = $

Total Food Cost

= $

*Lodging*

1st location nights X $ per room 2nd location nights X $ per room

X rooms X rooms X rooms

Total Lodging Cost

= $

= $

= $

= $

3rd

location nights X $ per room

*Travel*

Air, Charter Bus\* or Train: $ per person

X # Girls + Adults

= $

= $

= $

= $

Lease Van\*:

Gasoline:

$ per day

$ per mile

X Days

X miles

X Vans 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 Date activity/entry fee #1 Date activity/entry fee #1 Date activity/entry fee #1

Date activity/entry fee #1

$

$

$

$

$

+

+

+

+

+

activity/entry fee #2

activity/entry fee #2

activity/entry fee #2

activity/entry fee #2

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 days

 X days

 X days

 X days

X X X X

X

$ Per

$ Per

$ Per

$ Per

$ Per

Total Equipment Cost

= $

= $

= $

= $

= $

= $

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

 = $

 = $

 = $

 = $

Total Supplies and Miscellaneous Costs = $

**INCOME** (Over 1, 2, 3 or 4 years) Troop Dues

Cookie Sale Earnings Fall Product Earnings

Troop Money-Earning Project #1 Troop Money-Earning Project #2

Troop Money-Earning Project #3

$ X years

$ X years

$ X years

 (Year # )

 (Year # )

 (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:

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: