



GIRL SCOUTS IN THE HEART OF PENNSYLVANIA

Girl Scout Gold Award Take Action Project Budget

Creating a budget for your Girl Scout Gold Award Project can seem like a difficult task. But once you break it down into smaller steps, the process becomes quite simple.

| STEP | EXAMPLE | |
|---|-----------------|------------------|
| 1. Make a list of EVERYTHING that you will need to do your project. | | |
| 2. Divide that list into two main categories: Expenses (Things to buy) and Donations. | EXPENSES | DONATIONS |
| 3. Try to figure out how much of each thing you will need and estimate the cost. (e.g. Paper for fliers, 100 sheets, \$5.) | | |
| 4. Add up the total of both lists: Expenses + Donations = Total Cost (an example is below). You now have an estimated budget and a way to cover all your costs. | | |

| Expenses | \$ | Donations | \$ | Total Cost | \$ |
|--|--------------|------------------------------|---------------|-----------------|---------------|
| Food: I will use recycling money donated by the troop to purchase food: 10 sandwiches, 1 bag of chips, 1 case of soda | 35 | Volunteers | 0 | Food | 35 |
| Thank You Cards: I will use the money from a bake sale to buy 10 cards. | 25 | Hammers (my family) | 60 | Thank You Cards | 25 |
| Paper for Flyers: I will ask my troop to cover this cost = 100 sheets | 5 | Wood (Rick's Lumber) 10 2x4s | 150 | Paper | 5 |
| | | Nails (TruValue) 1 large bag | 10 | Volunteers | 0 |
| | | Paint (Home Depot) 1 gallon | 10 | Hammers | 60 |
| | | | | Wood | 150 |
| | | | | Nails | 10 |
| | | | | Paint | 10 |
| Total Costs | \$ 65 | + | \$ 230 | = | \$ 295 |

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