



# Troop Trip Budget Worksheet

## 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

1<sup>st</sup> location \_\_\_\_\_ nights X \$ \_\_\_\_\_ per room X \_\_\_\_\_ rooms = \$ \_\_\_\_\_  
 2<sup>nd</sup> location \_\_\_\_\_ nights X \$ \_\_\_\_\_ per room X \_\_\_\_\_ rooms = \$ \_\_\_\_\_  
 3<sup>rd</sup> 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 GSCO CEO. If you are unsure about if an agreement needs to be reviewed and signed by our CEO, please contact Customer Care at [CustomerCareSpecialists@gscolorado.org](mailto:CustomerCareSpecialists@gscolorado.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 _____	= \$ _____
<b>Total Equipment Cost</b>						= \$ _____

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

_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
<b>Total Supplies and Miscellaneous Costs = \$ _____</b>	

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

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)*		= \$ _____
<b>Total Income</b>		= \$ _____

*\* 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: