

Event Planning Worksheet and Budget



Use this form for planning events of any size, at any level, and for all money-earning projects.

Name of Event Organizer: _____

Email: _____ Phone: _____

This event is for:

- | | | |
|--|--|---|
| <input type="checkbox"/> Girl Scout Daisies | <input type="checkbox"/> Girl Scout Brownies | <input type="checkbox"/> Girl Scout Juniors |
| <input type="checkbox"/> Girl Scout Cadettes | <input type="checkbox"/> Girl Scout Seniors | <input type="checkbox"/> Girl Scout Ambassadors |
| <input type="checkbox"/> All Levels | | |

Registration Start Date: _____ Registration Deadline: _____

How will you be handling registration for this event? _____

Attendance Numbers:

Minimum # of	Maximum # of
Girl Scouts _____ # of adults _____	Girl Scouts _____ # of adults _____

Note: Ensure that the number of youth and adults attending meet current volunteer-to-youth safety ratio requirements. These requirements can be found in the Standard Safety Guidelines section of the [Safety Activity Checkpoints](#).

Please provide a brief description of the event and planned activities: _____

Is this event a money-earning activity? ☐ Yes ☐ No

If yes, please submit a [Money Earning Troop request form](#) (for Troop money-earning activities) or a [Money Earning SU request form](#) (for Service Unit money-earning activities).

Are there contracts associated with this event? ☐ Yes ☐ No

If yes, have the contracts been approved by council? ☐ Yes ☐ No

Is this event open to non-Girl Scout attendees? ☐ Yes ☐ No

If this a Service Unit event, are you accepting financial assistance? ☐ Yes ☐ No

Will the event be open to anyone in GSSA? ☐ Yes ☐ No

To ensure that there is enough income to cover expenses, determine the cost per participant. Be sure to factor in expenses such as building/site rental, patches or badges, food, craft supplies, etc. Always base your income/expense on the minimum number of participants needed to cover the cost of the event.

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Income				<i>Estimated Income</i>	<i>Actual Income</i>
Fees	\$ <u>0.00</u>	x # of Girl Scouts	<u>0</u>	= \$ <u>0.00</u>	\$ <u>0.00</u>
	\$ <u>0.00</u>	x # of Adults	<u>0</u>	= \$ <u>0.00</u>	\$ <u>0.00</u>
Other	\$ <u>0.00</u>			= \$ <u>0.00</u>	\$ <u>0.00</u>
Total				\$ <u>0.00</u>	\$ <u>0.00</u>

Expenses				<i>Estimated Expenses</i>	<i>Actual Expenses</i>
Food	\$ <u>0.00</u>	x # Participants	<u>0</u>	= \$ <u>0.00</u>	\$ <u>0.00</u>
Programming Fees				\$ <u>0.00</u>	\$ <u>0.00</u>
Marketing/Printing Costs				\$ <u>0.00</u>	\$ <u>0.00</u>
Volunteer Recognition				\$ <u>0.00</u>	\$ <u>0.00</u>
CC Processing Fee				\$ <u>0.00</u>	\$ <u>0.00</u>
First Aid Supplies				\$ <u>0.00</u>	\$ <u>0.00</u>
Activity Supplies				\$ <u>0.00</u>	\$ <u>0.00</u>
Equipment Rental				\$ <u>0.00</u>	\$ <u>0.00</u>
Transportation				\$ <u>0.00</u>	\$ <u>0.00</u>
Site Fee				\$ <u>0.00</u>	\$ <u>0.00</u>
Additional Insurance				\$ <u>0.00</u>	\$ <u>0.00</u>
Other				\$ <u>0.00</u>	\$ <u>0.00</u>
Other				\$ <u>0.00</u>	\$ <u>0.00</u>
Total				\$ <u>0.00</u>	\$ <u>0.00</u>
Variation				\$ <u>0.00</u>	\$ <u>0.00</u>

What is the minimum number of participants needed to make this event break even? _____

What will you do if registration falls below the minimum needed?

- ☐ Cancel event
 ☐ Re-structure budget
 ☐ Open event to other Service Units
☐ Cover with SU funds (SU events)
 ☐ Cover with Troop funds (Troop events)

***Remember to consult with the Financial Coordinator (Troop or SU) in planning a budget for any event, and turn in all receipts for accurate record-keeping.**