

Budgeting



This activity will allow members to:

- Learn how to create and follow a budget.
- Think through problems to find solutions.
- Collaborate as a team.

Materials needed:

- One printed worksheet per member. Download it at kkids.org/IDEA.
- Pens or pencils
- A projector connected to a device with internet access
- One completed Supply Checklist worksheet per member

How to lead this activity:

Keep track of the club's money! Budgeting is the best way to keep an eye on how much money your club has and how much it spends.

1. Give each member a Budgeting worksheet and a copy of the completed Supply Checklist worksheet.
2. As a club, determine whether there are any costs for your service project besides the materials listed in the Supply Checklist. If so, write them in the Budgeting worksheet under the correct category.
3. Place each item on the Supply Checklist worksheet into the budget under the correct category.
4. When it's time to estimate costs of supplies, use the internet to research how much each material costs at a local store. Ask your advisor for help if needed. As the club conducts research and finds answers, ask members to write their answers on the Budgeting worksheet.
5. Ask the following questions for each item: "Can the club get this item donated by the school? Could members borrow it from home? Could a local business or organization donate this item?" If the answer is yes to any of these questions, mark "yes" in the "Can we get it donated?" column. Remember: The more items donated, the less money the club will need to complete the service project.
6. Leave the "Date purchased" column blank for now. The club treasurer should complete this column as items are purchased or donated.
7. To complete the last column, figure out the cost of each item by multiplying the number of items by cost. Then add the numbers in the column from top to bottom to determine the total cost. (Don't include any items that will be donated into your total budget cost.)
8. When all the blanks are filled in, the club has its budget! Thank everyone for their time and participation.
9. Let members know this budget will be used throughout the planning process. The next steps are figuring out how to get items donated and/or whether the club will need to coordinate a fundraiser.

Budgeting

Figure out how much your club's service project will cost by creating a budget. This is a tool that helps you keep track of the amount of money you can spend on items.

Event planning

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

Marketing and promotion

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

After-event costs

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

Other

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
TOTALS				

*Keep in mind: Anything that you mark as “donated” does not get included in your actual costs. So if the club is unable to secure an in-kind donation for an item, it will need to be added into the “actual cost” section of the budget.