BE THE TREASURER
Be the Treasurer

Congratulations on being elected treasurer. You’re going to be terrific! As the treasurer, you will keep track of the club’s budget, donations received and funds that are raised and spent (with the help of your faculty advisor). You’ll need to be organized, proactive and persistent. In your role as treasurer, you will:

- **Prepare the budget.** The budget should be a guide for planning the year’s activities. The first step to creating a club budget is to get everyone on the same page. If your club wants to have awesome projects and activities that cost "x" amount, you need to commit to raising "y" amount. You need to raise more money than you plan to spend so you are prepared for any “surprise” expenses along the way.

- **Plan and track.** Once you have a budget, it is your responsibility to keep track of incoming and outgoing funds. As club members work on projects, consistently keep them up to date on how much has been spent and how much is left in the budget. Keep track of records that show the club’s funds are being spent appropriately.

- **Keep financial records.** Record the transactions regularly. When making a payment or disbursing money, record the receipt and invoice. Keep all your receipts and invoices in a safe place.

Many of life’s failures are people who did not realize how close they were to success when they gave up.

**THOMAS EDISON**

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**Club budget =**

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**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**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ESTIMATED COST</th>
<th>CAN WE GET THIS DONATED?*</th>
<th>DATE</th>
<th>PURCHASED</th>
<th>ACTUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and promotion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After-event costs</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

*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.

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**Donation Requests**

Let’s brainstorm who we might contact to ask about donating some of the items on our Supply Checklist!

<table>
<thead>
<tr>
<th>ITEM NEEDED:</th>
<th>ESTIMATE # NEEDED:</th>
<th>WHO TO CONTACT FOR DONATIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBER MAKING THE ASK:</td>
<td></td>
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</tbody>
</table>

These worksheets are part of the IDEA toolkit for high-impact service. Find the toolkit online at buildersclub.org/IDEA.