

# Budgeting



This activity will allow members to:

- Learn how to create and follow a budget.
- Problem solve.
- Collaborate as a team.

Materials needed:

- One worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- One completed Supply Checklist worksheet per member
- Pens or pencils
- A computer or tablet
- A projector

How to lead this activity:

You will probably need money to purchase supplies for your service project. Budgeting is a way to figure out how much money the club will need—and how to keep track of the money as it is donated and spent.

1. Give each member a Budgeting handout and a copy of the completed Supply Checklist handout.
2. Work together to determine any costs for your service project besides the materials listed on the Supply Checklist. If so, write them in the Budgeting handout under the correct category.
3. Using the Supply Checklist, place each item into the budget under the correct category.
4. When it's time to estimate supply costs, use the internet to research how much each item costs at a local store. Ask your advisor for help if you need it. As the club does research and finds answers, ask members to write down their answers.
5. For each item, ask the following questions: "Can the club get this item donated by the school? Could members borrow it from home? Could a local business or organization donate the 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, multiply the number of items by cost per item. Then add the numbers in the column from top to bottom—that's 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, your club has its budget! Explain to the club that this budget will be used throughout the planning process. The next steps are figuring out how to get items donated, and if the club will need to do a fundraiser.

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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
<b>TOTALS</b>				

## Marketing and promotion

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
<b>TOTALS</b>				

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## After-event costs

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
<b>TOTALS</b>				

## Other

DESCRIPTION	ESTIMATED COST	CAN WE GET THIS DONATED?*	DATE PURCHASED	ACTUAL COST
<b>TOTALS</b>				

\*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.