



SPOTLIGHT on... BUDGET\$!

It's almost that time of year again...*Cookies Sales!* For most troops selling cookies is the biggest money-earning activity of the year, so this is an excellent time to think about creating budgets with the girls. At first glance, leaders may feel that it's easier to just take care of the budgeting and money management themselves, but does that help the girls become the self assured adults we want them to be? Learning how to manage money is one of the most valuable life skills girls can gain in Girl Scouting. All girls, regardless of the program level, should be given the opportunity to participate with the financial record keeping, budgeting and financial planning process of the troop. The key to helping girls acquire these skills is starting early, as Girl Scout Daisies, and then gradually adding more responsibilities at each program level as they progress to the Girl Scout Ambassador level.

There are basically four steps to developing good money management skills.*

1. **Goal Setting**—What do the girls want to do as a troop this year? This will help them determine what kinds of funds are needed for their chosen program activities. Additional information and ideas about goal setting are available in the Dec. 2006 Spotlight on the CIN. (<http://www.gssjc.org/cin/fd/2006/Dec/spotlighttrp.pdf>)
2. **Girl Planning**—How will the girls accomplish all they want to do? What is the best way to come to an agreement with so many different ideas? What are the steps to planning? See the Nov. 2007 Spotlight about planning and decision making on CIN. (<http://www.gssjc.org/cin/fd/2007/Nov/spotlightgirlplanning.pdf>)
3. **Skill Building**—Girls learn budgeting and record keeping skills through the practical experience of working with their troop. This month's Spotlight will include information about how to help girls build financial skills that will last a life time.
4. **Progression**—Working with girls so they gain the skills that are appropriate for their age and then building on these skills as they grow allowing them to become proficient money managers. We've included a great piece on progression below. Remember—each troop is different and yours may not match up exactly to this referenced chart. These skills are cumulative so often girls nearing the end of one level can begin acquiring some of the skills from the next level.

Skill Building

As girls will learn, money is required to pay for many program activities, supplies and equipment. Budgeting with the girls helps teach girls the value of money: how to earn it, how to spend it wisely and how to keep activities within the financial means of the troop. While the leader is ultimately, legally, responsible for the sound money management of the troop, this responsibility needs to be shared with the girls based on their age and experience. This is how girls learn financial literacy.

A budget is a map of where your money comes from and where it goes—it is an important step in learning money management skills for girls. Budgeting is imperative not only for troops to track where the money is coming from, but to understand what activities the troop can afford. .

Here are some suggested steps to take when getting started creating troop budgets with the girls.

- 1) Start small with creating a budget for a specific activity, craft or service project, or field trip. Girls and adults decide what funds are available for the specific activity.
- 2) Decide how information will be researched about the various costs for the activity. Will the girls be assigned to research specific costs for a future meeting, or will this information be researched and presented by the adults?

- 3) Now that the research is completed, have the girls fill in a worksheet**, like the one attached and discuss what they've learned.
- 4) When the activity is completed, help the girls fill in the actual expenses and then discuss any variances.
- 5) Involve the girls in preparing a budget for the troop year. This budget should include estimates for income like troop dues and product sales, and estimates for expenses for activities selected by the girls. Completing this budget will help the girls determine whether or not they will need to seek permission to hold money earning activities to raise additional funds. The girls can work in small groups to research costs for selected activities and to complete sections of this budget. Then the groups can get together to complete the entire budget. By using the Troop/Group Annual Financial Report (F-31) as a guide to create the budget, it will be easier to complete this required form when it's due in May. Be sure to not confuse the projected budget expenses and income with the actual expenses and income in your files.

Progression

Safety-Wise has a progression chart on page 27 that provides a great place to start. We have provided a list of suggested skills below along with some suggested activities for each grade level and some suggested recognitions for that level. Be sure to read the steps for all the levels to understand how the girls will progress so that you will know what the ultimate goal is. They may even enjoy doing an activity from another level!

Girl Scout Daisies

Skills to acquire:

- Parents, guardians contribute to the cost of troop activities.
- Girl Scout Daisies may be involved in council-sponsored product sale activities.
- The troop leader handles the money and keeps financial records.
- Girls can be informed about "our troop treasury" and should understand where the troop funds are kept safely (in the bank)
- Girls should also be aware that all girls share the funds equally for troop activities.

Suggested activity (from the Penny Project for Girls 6-8 from GSUSA:

http://www.girlscouts.org/program/gs_central/penny_project/default.asp)

- After telling the girls about banks (or even taking a field trip to one), ask them to invent a bank for kids only. Give them paper and a variety of drawing material and invite them to draw what their bank would look like.

Recognitions: Purple Petal (respect myself and others), Green Petal (use resources wisely), Violet Petal (be a sister to every Girl Scout)

Girl Scout Brownies

Skills to acquire:

- Girls may pay dues; leader handles money, keeps records and handles troop budgeting.
- Girls discuss cost of supplies needed for activities.
- Girls learn to set goals and participate in Girl Scout-sponsored product programs.
- Girls learn about record keeping by collecting and recording receipt of dues at meetings.
- Simple budgeting, older Girl Scout Brownies could use a simple budget to determine expenses for a field trip, service project or craft activity when given costs by adults—see the attached worksheet**.

Suggested activity:

- Play **Money Bingo** before cookie selling season to insure the girls understand how to make change. Follow this link to the March 07 Spotlight on Money \$marts:

(<http://www.gssjc.org/cin/fd/2007/Mar/spotlighttrp.pdf>). This activity will get you started earning the Cookies Count Try-It found on-line. Activity #5.

(http://www.girlscouts.org/program/gs_central/insignia/online/cookies/brownie_cookies_count.asp)

Suggested Field Trip:

- Arrange a field trip to a local bank (perhaps the one holding your troop account) for a look at a vault, safety deposit box and more. Many banks have a program to work with students to introduce good money management.

Suggested recognitions for Girl Scout Brownies: Penny Power Try-It, Cookies Count Try-It, Smart Cookie Try-It.

Girl Scout Juniors

Skills to acquire:

- Girls and troop leader decide on the amount of dues. Dues can be collected by girls in patrols and recorded by troop treasurer.
- Girls budget for short-term needs on basis of plans and projected income from dues.
- Girls set goals and participate in Girl Scout-sponsored product programs.
- The troop leader retains overall responsibility for long-term budget and records.
- Girls can be given responsibility for gathering information about activity costs and developing a budget for a particular activity.
- Once Girl Scout Juniors are comfortable with budgeting for specific activities, they might tackle the budget for the year based on their projected income and expenses.
- These girls can, with assistance from their leader, participate in additional money earning activities if the need is established in the budgeting process. See form GSSJC F-32.

Suggested activities:

- Complete activity #3 Budget Breakdown in the Cookie Biz Badge.
(http://www.girlscouts.org/program/gs_central/insignia/online/cookies/junior_cookie_biz.asp) Write down everything your troop wants to do with your cookie money. Then they should ask themselves these questions and record them on a chart:
 - How much does each activity or project cost?
 - Which activity or project costs more than can be saved in one year of troop money earning activity?
 - Discuss long term goals. What other money can go towards this cost?
 - How much money does your troop need to raise?You have just created a simple budget! Discuss how you can reach your goals.
- Use the attached worksheet** to budget for an upcoming field trip. First decide how much the troop will contribute for the trip. Then research the costs, and complete the worksheet**.
- Select a project or field trip and complete the budget worksheet from the ABC cookie site. This will calculate how many boxes of cookies the girls need to sell to fund an activity. You will need a computer and internet access for this step.
<http://www.abcsmartcookies.com/pdfs/TeensTroopBudgetingWorksheet.xls>
- Complete the "Create a Budget" activity in the *Junior Girl Scout Handbook* pg. 30.

Suggested field trip ideas:

- A bank as mentioned for Girl Scout Brownies with a higher level of discussion.
- A local small business to meet with the accountant and manager to learn about their budgeting and accounting practices.
- The mall, give the girls a budget and challenge them to find a complete outfit (specify which pieces for example top, bottom, shoes, bag appropriate for school.) Walk them through a few stores with a notebook for sketches and prices. Grab a drink at the food court and share their findings.

Suggested recognitions for Girl Scout Juniors: Business Wise Badge; Consumer Power Badge, Cookie Connection Badge, Money Sense Badge, and Badges found online: Cookie Biz, Family Living, Ready for Tomorrow.

Girl Scout Cadettes, Seniors, and Ambassadors

Skills to acquire:

- Girls estimate costs based on plans. Girls determine amount of dues needed and plan possible money-earning projects.
- Girls set goals and participate in Girl Scout-sponsored product programs.
- Girl Scout Cadettes carry out short-term plans in relation to budget and keep financial records under leader's direction.
- Girl Scout Seniors and Ambassadors plan and administer long-term troop budget, account for funds and carry out money-earning projects with advice from leader as needed.
- The job of troop treasurer can be rotated among the girls. Under the direction of an adult leader, the treasurer can balance the checkbook, keep track of income and expenses, and monitor and report available troop funds for a period of time for the troop.
- If the girls determine they need to do an additional money earning project they should research the council's procedures, choose an appropriate project, plan and implement this project, and evaluate. See form GSSJC F-32.
- Girls can participate in the on going completion of the Troop/Group Annual Financial report (GSSJC F-31.) The editable version can be updated each month as the bank statement is received.

Suggested activities:

- Create a budget for an upcoming dance. Challenge the girls to think about all their necessary expenses such as: hair, make up, nails, shoes, flowers, dress, purse, jewelry etc. Ask them to create two budgets, one if they had unlimited funds, and a second with a specific budget. Encourage them to share ways they could trim their unlimited budget by DIY (do it yourself) for some budgeted items.
- Planning a trip? If you have access to a computer and the web during the meeting this would make a great tool to introduce travel. Plugging in how far you are driving, hotel costs, and meal plans will result in a cost for your trip. You will need to register for this site to access.
<https://www.practicalmoneyskills.com/wizards/travel/allseason/index.php>

Suggested field trip ideas:

- Visit a business or ask a small business owner to come to your meeting to talk with the girls about budgeting and accounting practices. Include a discussion about obtaining small business loans.
- Visit a travel agent to discuss a trip the girls might want to plan. Travel agents can share information on popular destinations, costs and budget travel vs. luxury travel.

Suggested recognitions for Girl Scout Cadettes Seniors, Ambassadors: Cookies and Dough Interest Project, Dollars and Sense Interest Project, Money Sense Interest Project, On Your Own Interest Project (found online); Studio 2B Focus Books: Cashin' In, Got Money, Mind Your Own Business, Saving and Investing.

Additional information available from:

- GSSJC in Chapter 7 of Leaders Resource Guide online at <http://www.gssjc.org/leaderresources/index.cfm?fuseaction=lr.main&pt=C7: Finance, Product Sales, Fund Development&pg=Resources>
- GSSJC Policies and Operational Procedures F-433
- *Safety-Wise*

* adapted from Meck 8 Service Unit, Girl Scouts of Hornet's Nest Council, North Carolina
www.meck8.org/Money_Management.pdf

**Field trip budget worksheet from:

www.girlscoutsv.org/Forms/finance_forms./20092010_Troop_Field_Trip_Packet.pdf

Be an asset builder! How can you show girls that you care?

1. Display their artwork at your meeting place.
2. Thank them.
3. Point out what you like about them.
4. Clip magazine pictures or articles that interest them.
5. Give them lots of complements.

Connecting to the Girl Scout Leadership Experience and Forty Developmental Assets

Girls will be able to acquire the following outcomes by participating in these activities:

Discover: "Girls gain practical life skills." & "Girls develop critical thinking skills."

Connect: "Girls promote cooperation and team building." & "Girls can resolve conflicts."

Take Action: "Girls are resourceful problem solvers."

The assets, as presented by the Search Institute that will be supported this month are both external and internal.

- External Assets: These activities will help girls find activities that make "Constructive use of their time". All girls need access to quality programs that enrich their lives, develop their talents and interests, and help them develop healthy relationships. These can include: music; drama and other arts; sports and hobbies; and involvement in a church, synagogue, temple, or other religious community. It's also important that they spend time at home.
- Internal Assets: These activities will help girls develop life skills and "Social Competencies" as well as nurture in them a "Commitment to learning". Girls need to develop a lifelong commitment to learning. You help girls develop this commitment when you: encourage them in their education; challenge them to explore and learn new things; and read and learn with them. Social competencies are the life skills young people need to be independent, capable, and competent. You help young people develop social competencies when you: expose them to new people and things; model and teach the skills they need; and challenge them to use their skills.



What are Developmental Assets? Want to know more? Want to dig deeper?

Check out this website on building assets: <http://www.search-institute.org/>



Field Trips: Sample Budget Form

You may use this example of a field trip budget form to help you plan your trip with the girls.

Activity Planned	Cost / person	# of Girls	# of Adults	Activity Cost
<i>Total cost of Activities</i>				\$ -
Transportation Costs	Cost / person	# of Girls	# of Adults	Transp. Cost
<i>Total cost of Transportation</i>				\$ -
Food : Meals & Snacks	Cost / person	# of Girls	# of Adults	Food Cost
<i>Total cost of Food</i>				\$ -
Miscellaneous Expenses				Misc. Expense Cost
<i>Total Miscellaneous Expense</i>				\$ -
Total Cost of Trip				\$ -
Troop Contribution				
Unfunded balance needed				\$ -
Cost required per girl/family contribution				