



Large Event/Encampment Budget Worksheet

Use this worksheet to estimate expenses and income for activities where more than 50 participants or three or more troops will attend. Complete steps 1-4 prior to the activity and submit it to your service unit with final approval request at sdgirlscouts.org/directors. Complete step 5 after your activity wraps up and submit it along with your final report at sdgirlscouts.org/directors.

Title of event: _____

Director name: _____

Email: _____ Phone: _____

Step 1: Estimate How Many will Participate.

You can estimate the number who will attend based on past attendance. If you're planning something new, guess low— not all service unit members will attend. If your site has a capacity limit, the limit will be the most who can participate.

How many people do you estimate will participate? _____

Step 2: Estimate Your Expenses.

A. Group Expenses		B. Per Person Expenses	
Site rental	\$ _____	Food	\$ _____
Equipment rental	\$ _____	Admission fees or tickets	\$ _____
Event insurance	\$ _____	Program supplies	\$ _____
Lifeguards or instructors	\$ _____	Badges or patches	\$ _____
Event admission for non-paying guests	\$ _____	T-Shirts	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	Total Expenses Per Person	\$ _____
_____	\$ _____	x Estimated Participants (Step 1) =	\$ _____
_____	\$ _____	+ Total Group Expenses (Column A)	\$ _____
Total Group Expenses	\$ _____	= TOTAL ESTIMATED EXPENSES	\$ _____

Step 3: Find your break-even point. It's the fee you'll charge per person for the event or encampment.

Total Estimated Expenses ÷ Estimated Participants = Break-Event Point (fee you'll charge per person)

How much will you charge per person? \$ _____

Step 4: Estimate Your Income. Use the formula to calculate income. Do not include participants (like volunteers) who will attend free of charge.

Fee per person	Estimated # of participants		Estimated Event Income
_____	x _____	=	_____
Donations, money-earning, or other sources of income?		\$	_____
Total Estimated Income		\$	_____

Compare your total expenses (Step 2) with your estimated income (Step 3).

Will you owe more in expenses than you make in income? No Yes How much? \$ _____
 If yes, who will make up the difference? _____

Will you have more income than expenses? No Yes How much? \$ _____
 If yes, what will you do with the surplus? _____

What is the minimum you'll collect (fee per person x minimum number of participants)? \$ _____
 What is the maximum you'll collect (fee per person x maximum number of participants)? \$ _____

Step 5: Balance Your Budget After the Event or Encampment. Carry over the Estimated Expenses from Step 2 to the Budgeted Expenses column. Place actual expenses in the Actual Expenses column.

Budgeted Expenses		Actual Expenses	
Site rental	\$ _____	Site rental	\$ _____
Equipment rental	\$ _____	Equipment rental	\$ _____
Event insurance	\$ _____	Event insurance	\$ _____
Lifeguards or instructors	\$ _____	Lifeguards or instructors	\$ _____
Registration for non-paying guests	\$ _____	Registration for non-paying guests	\$ _____
Food (total)	\$ _____	Food (total)	\$ _____
Admission fees or tickets (total)	\$ _____	Admission fees or tickets (total)	\$ _____
Program supplies (total)	\$ _____	Program supplies (total)	\$ _____
Badges or patches (total)	\$ _____	Badges or patches (total)	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Total Estimated Expenses (total from Step 2)	\$ _____	Total Actual Expenses (amount actually spent)	\$ _____

Estimated Income (from Step 4)		Actual Income (amount actually earned or donated)	
Registration fee income	\$ _____	Registration fee income	\$ _____
Sponsorship	\$ _____	Sponsorship	\$ _____
Other	\$ _____	Other	\$ _____
Total Budgeted Income	\$ _____	Total Actual Income	\$ _____

Budget Outcome	
Subtract estimated expenses from estimated income	\$ _____

Actual Outcome	
Subtract actual expenses from actual income	\$ _____

Expenses equaled income: No Yes
 Income was more than expenses (profit): No Yes How much? \$ _____
 Expenses were more than income: (shortfall): No Yes How much? \$ _____