







**Girl Scout Silver/Gold Award Project  
BUDGET PLANNING WORKSHEET**

Projected Expenses - Use another sheet of paper for detailed lists of each grouping.

Site cost	\$ _____
Fees (rentals, custodians, etc.)	\$ _____
Permits (building, plumbing, etc.)	\$ _____
Supplies (program supplies, first aid supplies, cleaning supplies, etc.)	\$ _____
Printing	\$ _____
Postage	\$ _____
Food/beverage	\$ _____
Thank you tokens (Project Mentor, Troop Advisor, etc.)	\$ _____
Other	\$ _____
<b>TOTAL ESTIMATED EVENT EXPENSES</b>	<b>\$ _____</b>

Donations

Of the items listed in the Projected Expenses section, list the ones that you may be able to get donated and by whom.

Example: Possible donation of: construction paper By: Papers, Inc. Who to Contact: Manager

Possible Donation of:	By:	Who to Contact:

Income

Brainstorm and write down ideas for money-earning projects.

Use the reverse for additional notes.







**GIRL SCOUT SILVER/GOLD AWARD IN-KIND DONATION FORM**

Date of donation: \_\_\_\_\_

Donation description: \_\_\_\_\_

Approximate In-Kind Donation Value: \$ \_\_\_\_\_

Donated for Girl Scout Award Project: Silver  Gold

Company, organization, or individual making donation: \_\_\_\_\_

Contact Name at company/organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Donation solicited by: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Anyone else involved in solicitation: \_\_\_\_\_

Form submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Has a “thank you” been made?  Yes  No

If yes, what type of thank you?  Card  Letter  Verbal

By whom: \_\_\_\_\_ Date made: \_\_\_\_\_

After completing the information above, mail with Girl Scout Silver/Gold Award Application:

*Girl Scouts – North Carolina Coastal Pines*

*Attn: Girl Scout Silver/Gold Award*

*6901 Pinecrest Road*

*Raleigh, NC 27613*

Or email to: [girlawards@nccoastalpines.org](mailto:girlawards@nccoastalpines.org)