



WOOD BADGE

Budget Worksheet

This form is intended to be used by the Wood Badge course director and the local council professional advisor in developing the operating budget for the Wood Badge course. Please refer to the Budget and Supplies subsection of the Wood Badge Administration section for more information.

Enrollment Estimates

Staff _____
 Participants (Max. 48) _____
 Total _____

EXPENSES

	Catalog #	Quantity	Unit Cost	Total Cost
• Wood Badge participant recognition items	_____	_____	_____	_____
a. Beads	_____	_____	_____	_____
b. Certificates	_____	_____	_____	_____
c. Woggles	_____	_____	_____	_____
d. Troop 1 neckerchiefs	_____	_____	_____	_____
e. Wood Badge graduate neckerchiefs	_____	_____	_____	_____
• Cord for woggles	_____	_____	_____	_____
• Set of Value Cards (<i>can be purchased or printed</i>)	_____	_____	_____	_____
• Course notebook for each participant (<i>optional</i>)	_____	_____	_____	_____
• Pens, 1 per participant	_____	_____	_____	_____
• Course cap (<i>optional</i>)	_____	_____	_____	_____
• Course shirt (<i>optional</i>)	_____	_____	_____	_____

Administrative expenses – repeated with each course, some may be \$0

• Conference center rental	_____	_____	_____	_____
• Lodging fee (if not included in conference center fee) *	_____	_____	_____	_____
• Council camp usage fees *	_____	_____	_____	_____
• Promotional materials	_____	_____	_____	_____
• Health and accident insurance *	_____	_____	_____	_____
• Liability insurance recovery, per person, per day *	_____	_____	_____	_____
• MPLC Umbrella Movie License	_____	_____	\$200	_____

Consumables expenses – (items used up by each course)

• Name tag holders, one per person: staff and participants	_____	_____	_____	_____
• Mailings, general office supplies, copying, and paper	_____	_____	_____	_____
• Newsletter supplies – paper, ink, printer rental, etc.	_____	_____	_____	_____
• Notebook supplies – paper, ink, binders	_____	_____	_____	_____
• Quartermaster supplies (other than program supplies)	_____	_____	_____	_____
• Expendable program equipment (<i>list on a separate sheet</i>)	_____	_____	_____	_____
• Group and patrol photos (<i>optional</i>)	_____	_____	_____	_____
• Wood Badge stationary (<i>optional, produce locally</i>)	_____	_____	_____	_____
• See <i>Scribe List</i> in Appendix for other items possible	_____	_____	_____	_____



WOOD BADGE

Food expenses

- Staff development meals
 - Breakfasts _____
 - Lunches _____
 - Dinners _____
 - Cracker barrels _____
- Participant and staff meals during course
(number of meals x cost per meal)
 - Breakfasts _____
 - Lunches _____
 - Dinners _____
 - Cracker barrels _____

Contingency reserve factor _____

Staff direct expenses *

- Staff certification expenses
 - Course director's beads _____
 - Assistant course directors' beads _____
 - Assistant course directors' certificates _____
- Administrative Guide
(selected staff members, electronic or hard copy) _____
- Curriculum
(one per staff member, electronic or hard copy) _____
- Course cap *(optional, same as participants')* _____
- Course shirt *(optional, same as participants')* _____

Other potential expenses – depending on what host council has available

- First-aid supplies _____
- Trading post items *(list on separate sheet)* _____
- New patrol equipment *(list on a separate sheet)* _____
- Ceremonial candleholder, candles _____
- Axe and log symbol _____
- New program and game equipment
(list on separate sheet) _____
- Patrol flags, flagpoles, and fasteners _____
- Service and program patrol symbols _____
- United States flags _____
- Historic flag set _____
- Kudu horn _____
- Patrol animal emblem for each patrol _____
- Jumbo Scout emblem for each patrol flag _____
- Jumbo First class emblem for each patrol flag _____
- Pack 1 flag _____
- Troop 1 flag _____
- Craft supplies for patrols to make custom flags _____
- Venue supplies *(see Logistics: Venue list in Appendix)* _____

Total Expenses _____



WOOD BADGE

INCOME

- Participant fees _____
- Staff fees (*see * items: staff pays their share*) _____
- Trading post gross income _____
- Income from photos _____
- Gifts in kind (*list on a separate sheet*) _____
- Scholarship funds _____
- Council budget support _____
- Other _____

Total Income _____

Less Total Expenses _____

Projected Outcome (profit or deficit) _____

Disposition of the profit should be determined by the Scout Executive.