

MAKING A BUDGET

Budgeting is the best way to understand how much money your club will need, how much it has and how much it spends. The club treasurer's main responsibility is to keep track of the club's money by watching the budget!

In this activity: Your club will learn how to create and follow a budget.

The club treasurer will lead this activity. Here's how:

1. Show the completed Project Budget worksheet on a whiteboard or projection screen.
2. Give each member one Project Budget worksheet and a completed Supply List.
3. Ask members to write each item appearing on the Supply List onto their worksheet. As they do this, add their items to the budget on the screen or whiteboard.
4. Discuss expenses your service project might need *besides* items on the Supply List. Ask members to write additional items on their worksheet.
5. Using the internet, research the costs of buying each item at a local store. Ask your advisor for help, if needed. Members should write costs on their worksheet.
6. Discuss what each group found. If the costs are different, agree on a cost for each item to write on the Project Budget shown on the screen or whiteboard.
7. Tell members that the more items donated or borrowed, the less money the club will need for the project. Ask these questions for each item:
 - Can the club get this donated by the school?
 - Could members borrow it from home?
 - Could we ask a local business or organization to donate it?If the answer to a question is yes, write "donated" or "borrowed" in the column.
8. Using the Budget worksheet on the screen or whiteboard, show members how to complete the last column:
 - Figure out the cost of each item by multiplying the number of items the club needs by the cost.
 - Then add the numbers in the column, from top to bottom, to determine the total cost. (Don't include items that will be donated or borrowed.)
9. Leave the "Date purchased" column blank for now. As club treasurer, you will complete this as items are purchased or donated. The club now has its service project budget!
10. Tell members that the next steps will be figuring out how to get items donated and who will ask for them. Thank your members for contributing.

Supplies needed:

- One Project Budget worksheet (page 34).
- One completed Supply List (from the Making a Supply List activity) for each member.
- Pencils.
- Projector connected to a device.
- Smart devices and internet access.



