

BADGE PLANNING SHEET

(name of badge)

Team Members

Goal of Each Step

STEP 1:

STEP 2:

STEP 3:

STEP 4:

STEP 5:

Can all steps be done in one meeting?

- Yes, one regular meeting
- Yes, one extra long meeting
- No

Will we need to go on a field trip or book a special room? If so, describe:

Main Activities for Each Step

1

2

5

3

4

MEETING PLANNING SHEET

_____ (name of badge)

Order of Events (include details)

Person Responsible

Pledge of Allegiance

Girl Scout Promise

Girl Scout Law

Closing

Use one sheet for each meeting--You may combine more than one step!

MEETING PLANNING SHEET

Meeting Date:

Meeting Time (start and end):

Meeting Location:

Circle Steps Covered:

1 2 3 4 5

(name of badge)

Supply List (include prices if possible)

Budget

Make an estimate if you don't know the exact budget. Use google to find prices. Leave items blank if they don't apply.

Expenses

Room Rental:

Field Trip (cost per person):

TOTAL Field trip cost:

Supplies:

Other:

Other:

Other:

Other:

Total:

Income

Charge per Scout (our troop):

Charge per Scout (other troops):

Other:

Other:

Other:

Total:

