

TAP Budget Planning Guide

The *Adventure* finances that require special equipment or involve long-distance travel should be planned with care. In addition to calling travel agencies to learn about transportation costs, you might want to go to several grocery and backpacking trek supply stores to compare food prices. Carefully estimate *all* the expenses of your *Adventure*. Develop a budget that includes not only transportation, lodging, and meals, but also training expenses, permits, campground fees, insurance, equipment, tours and final destination fees etc. It is a good idea to include a 5 percent contingency fee to cover unexpected expenses such as a delay en route or replacement of damaged equipment.

Once you have determined all possible expenses including a contingency fee, the group can decide how to pay for them. To determine each person's share, add up the costs and divide the total by the number of participants in your group. Also consider whether adult leaders will be charged the same fee as the youth members. Can each crew member afford -their share? If not, you might need to alter your plans, although for exciting, extended opportunities such as the treks offered by high-adventure programs, you can organize several fund-raising events to help reduce the cost to each participant. Unit fund-raising endeavors can soften the impact on family budgets and involve youth in earning their way. Paying your way is an aspect of character development—one of the aims of the Boy Scouts of America. Youth members can feel a sense of satisfaction when they are involved in these endeavors. Pancake breakfasts , collections for recycling, weekend and summer work projects, and popcorn sales are just a few of countless possibilities for unit fund-raising.

You will also need to develop a participant fee payment schedule if the total payment is not collected at one time. Consider under what circumstances you will refund monies paid if someone has to drop out. Inform parents of the requirements so that no one is surprised.

Funds for all anticipated expenses should be on hand before the trip begins and earned by means in accordance with the policies of the Boy Scouts of America. Each unit fund-raising activity should be approved by your local council. Use the BSA Unit Money-Earning Application for your money-earning projects.

Determine in advance whether money left over at the end of the trip will be refunded or applied toward the next trip. This should be determined before fees are paid for the current *Adventure* so that participants, parents, and leaders know the plan in advance. To help plan your *Adventure* budget, complete a BSA TAP Budget Planning Worksheet for each Adventure option under consideration. The unit *Adventure* Planning Group must review and compare the costs of each *Adventure* option and eliminate those *Adventure* options which the Planning Group feels exceed the financial resources of the potential participants.