



# Money Masters

for Girl Scout Cadettes, Seniors, and Ambassadors

A Girl Scouts Western Pennsylvania Patch Program

In this patch program, Girl Scout Cadettes, Seniors, and Ambassadors will create their own budget, dream up their own ideal business, and practice future skills, such as applying for a first job and resumé building. This patch program is funded by PNC Charitable Trusts.

Pair the activities in the Money Masters Patch Program with the Girl Scout Financial Literacy badges:

**Girl Scout Cadette:**  
Budget Manager  
My Dream Budget  
My Money Habits

**Girl Scout Senior:**  
My Financial Power  
Savvy Saver

**Girl Scout Ambassador:**  
Financial Planner  
My Financial Independence



# Mastering My Money

You've probably started to realize that money (and keeping track of it) is a part of daily life. Everything from groceries to cell phones to vacations to jobs—money plays a part. Life is filled with exciting money skills—like saving for a trip to an amusement park or studying abroad! Life is also filled with not-so-exciting money skills—like paying bills and managing surprise expenses like a car repair. The key to weathering the tough stuff is to have a plan! That way, the parts we dread aren't so dreadful when they pop up—because you're prepared!

In this patch program, you will learn to make a budget. But not just yet! First, a little creative project:

## Step #1:

Let your imagination run wild for a moment. Picture the scenarios below and jot down a list of some of the things you would like to include in each.

- Design a room—bedroom, living room, kitchen, patio—it's your choice.
- Curate your next wardrobe.
- Imagine what features you would choose for a car or house you might have someday.
- GIRL SCOUT'S CHOICE: What other scenarios might you dream up? Feel free to come up with your own scenarios and jot down some items/features you'd include!

## Step #2:

Imagine that in each of those scenarios you had a total budget of \$5,000. Spend a little time pricing each of those items and adding them up. Take note of the range of retailers and prices there are online or visit a local store.

- Would \$5,000 cover everything you needed and include some of your wants?
- Would you cut some items from your list or find more economical versions?
- Are there items so important that you're willing to put your budget toward buying a high-quality item that will last longer?

## Step #2a:

Now imagine you have just \$2,000. What adjustments would you make to align with this new budget?

## Step #2b:

Now imagine you have just \$10,000! What would you do with the extra money you have available?

How do your priorities and choices change as your budget changes? What decisions remained the same? Fantasy scenarios may seem silly at first, but they can also begin to show us what we value most and least.

## Step #3:

Here it is—the moment we all knew was coming—THE BUDGET!

First up—a speed round! Don't think about it, just set yourself a timer for two minutes and write down everything you can think of that you would need to include in a living expenses budget. Once you've done that, take a tour of your house and your planner/schedule. Is there anything you forgot to add?

Compare your list with some sample living expense budgets you can find online. The internet has WAY more than you could ever need, some will be helpful, and some will not. Find a few sample budgets that make the most sense with your needs/wants and use those to complete your personalized budget sheet. (You can always tweak it later!)

Think back to those fantasy scenarios we started with. While it was really nice when we had a big budget to work with, that's not always the case. The \$2,000 scenario probably took a lot more decision-making than the \$10,000, right? Our daily living expense budgets are the same way. We typically do not have the means to simply buy everything we want right away, so we make a plan! You can use your personalized budget sheet in one of two ways:

- If you have a job (or a potential job) you can break down the amount you make into each category of your budget (housing/utilities, food, transportation, etc.). Typically, budgets are done monthly, so you'll want to include how much you plan to spend in each category per month.

OR

- You can fill in each category of the budget and then add it up to see what your monthly income would need to be to cover your expenses. Does that budget seem attainable with the job you are looking for? If not, how might you adjust it?

Are you the crafty sort? Or maybe you like to design things online? Maybe you enjoy making lists? Whatever you like to do, feel free to use it here! Keep these notes and blank copies of your budget in a folder or binder or even on your computer! Design or decorate it if you like. It's important to review and adjust your budget as needed periodically, and it's so much more fun if we make it our style!

## Step #4:

Last up—one more fantasy scenario for you! For the fun of it, plan a reasonable vacation and see what your budget would be. Vacation scenarios are fun AND practical. We get to imagine awesome adventures but also know that we must cover all our necessities because we'll be away from home. **Be sure to include food, lodging, transportation, experiences, and savings (in case of emergency).**

Make a commitment to yourself (and your savings!) to review your budget a couple times a year. It'll be worth it!

# Business Builder



## Find your niche!

A niche is a segment of the market for a particular kind of service or product.



**Grab your calculator** and crunch the numbers!

When starting your own business, even before you can rent a building or get a business loan, you must create a business plan. Often, these are formal documents that have been thought out for months or even years. In this activity, you will be creating a loose business plan and brainstorming the aspects of a dream business you might like to start.

### Step #1:

Up first! Dream up what an ideal business would look like if you were to start one. Jot down any ideas for a business and pick one you'd like to focus on for this activity.

Once you've narrowed it down, you'll have to come up with the specifics as to what this business does, who it is for, and how it will be different from others already in existence.

Take one piece of paper and write down as much as you can as you consider the following questions. It doesn't have to be pretty!

- Is this a service or will it sell goods or both?
- Are there other businesses like this out there?
- How will yours be different?
- Where will it be located?
- How will the location be of benefit to the business?
- Describe your ideal customer. How will you find them?
- How big is your market? Meaning, how many people do you think will be your customer?
- Where will you find the goods that you will be selling?
- How will it be unique compared to other businesses?
- Do you want your business to grow to multiple locations? Or will there be just this one?
- How big of a space do you need?
- How many employees will you have?
- When will you be open?

Once you've thought through these questions, combine your answers into one clear paragraph describing what your business is and what you aim to achieve with it.

### Step #2:

Now that you know what type of business you want to create, let's figure out how much it will cost to get your business started and keep it running. your budget toward buying a high-quality item that will last longer?

You can write all these expenses on a piece of paper or use a digital spreadsheet to write them down.

NOTE: You might need to use the internet and/or have a discussion with an adult about these costs. The more specific of an answer you get, the more realistic your budget numbers will be. If this business is a type that already exists (like a hair salon), go to a local business and ask to interview the owner to see if they can help you understand the cost of running their business.

Using your business budget (paper or digital), start writing down the monthly cost of every single expense you can think of. Some items to include are:

- Rent/mortgage
- Salary/employee wages
- Cost of the products you're selling
- Cost of equipment you're using
- Banking fees, credit card fees
- Tax help
- Renovations on the space and upkeep
- Advertising (print/online, website, photography)
- Utilities (phone, internet, electric, etc.)
- Business licenses
- Interest on loans (a little trickier to figure out, but something to consider)

Once you think you have all your expenses, double-check with an adult and/or research your specific business and associated expenses online.

- Which of these expenses would be your startup costs?
- Which of these expenses would be the running costs?

**STARTUP COST:** Cost to set up and run the business such as initial inventory, the cost to set up the store, or deposit on a location.

**RUNNING COST:** Cost that happens while doing business, such as monthly utilities and wages.

For ease, we are going to combine all these together. However, in a more advanced business plan, you'd keep these separate and do the math differently. For our purposes, add all costs (startup and running) together to find out how much per month running your business will cost.



Now that you know how much your business will cost, let's figure out how much per day you will need to make. You have the monthly cost, now divide it by the number of days you plan on being in business each month. **(Be sure to account for holidays and unexpected closures.)**

Divide the monthly expenses by the number of days.

**(Don't forget to include wages for the number of staff you think you'd need daily.)**



## What is your bottom line?

The bottom line is your net income, net earnings, or net profit. It's calculated when you deduct your expenses from your revenue. It's the money you made after you pay for everything.

### Step #3:

Think about what you'll be selling and the cost associated with it. Every product or service you sell will be completely different. Even a basic coffee shop has differently priced items! However, for the sake of this exercise, we can keep it simple. For example, if you were selling vintage clothes, you can say a T-shirt is \$25, pants are \$50, and dresses are \$40.

In a realistic business startup, you shouldn't plan on making your bottom line for the first 3-6 months as you build up your customer base. For our exercise, to make it easier, we will ignore this. Do the math to figure out roughly how many of each item you will need to sell to make your bottom line, or break even, every day.

**What is your bottom line?** Is this number reasonable? Play around and see what it would look like if your items were cheaper or more expensive to see roughly how that would change what you need to sell.

Keep in mind that every business is different! If you were selling a high price item (like custom furniture or a service like photography), you might need to think about these numbers differently.

For example, one of those businesses might need to make only three transactions at their standard cost a month to stay in business, but you may spend the entire month getting those three jobs or completing them if the service is time-consuming.

Now that you have a basic understanding of what things cost and how you can make your money back, you can begin to understand what you will need to start your own business!



# Adulting 101: Preparing for the Future

## APPLYING FOR YOUR FIRST JOB

Picture this: you're about to turn 16 and dreams of driving are right around the corner! You want to buy your first car, but your parents are only able to help so much. Many of your friends have part-time jobs to earn money for everything from cars to college to Girl Scout travel adventures overseas, and you decide that working part-time might be able to help you earn money towards all three of these goals.

First things first—before heading into any potential business to apply for a job, there are some steps to take that will prepare you to be the best candidate and rise to the top of the application pile.

### Part #1: Anatomy of a Resumé

Creating a resume before you start applying for jobs helps you organize all the great aspects of yourself into one document. This allows you to highlight your skills and best qualities when you walk in the door to any potential employer.

#### Keep in Mind:

Final hiring decisions are rarely based solely on your resume. Think of your resume as your advertisement (just like the Nike swoosh or McDonald's arches) that will get you an interview. Your resume represents your brand. It's a snapshot of who you are, what you are about, and what you bring to the workplace. It should be a concise, factual, and positive listing of your education, employment history, and accomplishments.

#### FACT CHECK:

How long do employers typically look at a resumé?

- A. Less than 30 seconds
- B. 3 minutes
- C. 5 minutes

If you answered A. Less than 30 seconds, you're correct! Employers sometimes receive hundreds of applications and resumes for just one job. The goal is to stand out in a sea of resumes.

Most resumes are broken down into the sections below. You do not have to use all the sections. You can even combine sections where you need to.

- Contact information
- Objective statement
- Education
- Experience
- Activities
- Special Skills
- Awards/recognitions
- Hobbies

### ***Helpful Hint:***

Think about your personal email and what it says about you. If your personal email is `girlswannahavefun@email.com`, what does that say to an employer? Maybe use a school email instead, or create an email account specifically for your job search.



### ***Helpful Hint:***

Don't sell yourself short! Remember, this is your chance to make a first impression. Even being a newspaper carrier, working the concession stand for a school football game, or volunteering at an after-school program is work-related experience

#### **1) Contact Information:**

- Your Name
- Your Street Address
- Your City, State, and Zip Code
- Your Phone Number
- Your Email

#### **2) Objective Statement:**

- Employers often say this is the most important part of a resume.
- It is generally a one-sentence explanation of the type of job you are seeking, thus your objective should be fairly specific to that job.
- If you are applying for different types of jobs, change your objective to match each type of job. If you are uncertain about the specific positions available, note your areas of interest.

#### **3) Education:**

- Here you will add information about your schooling. At your age, most employers would only expect to see high school information.
- Specify the dates of attendance or graduation (or expected graduation).
- Some people include education-related honors in this section.
- For example, if you are taking advanced placement courses or an honors track in school, this would be where you would want to include it. Or, if you attend a technical high school, you will want to include the program in which you are enrolled.
- If your education is particularly relevant to a job, you may want to include a list of classes that might contribute to your employability in this section or in the "Special Skills" section below.

#### **4) Experience:**

- In this section, you should include previous employers, their locations, your dates of employment, and your job title.
- You may have to create a job title if you did not have one.
- You should include a short description of what your job duties and responsibilities were.
- Do not use "I" in descriptions.
- If you have never had a job, this would be a great place to include "Volunteer Experience" instead of "Work History."

#### **5) Activities:**

- Employers like to see people who have been involved in school or community activities.
- List special activities you participate in and organizations you joined (Girl Scouts, drama club, prom committee, softball team, etc.).
- Don't forget to include the years in which you participated. This shows employers that you are committed to something you care about long-term.
- Be aware, however, that some employers may eventually view this information as irrelevant. As high school students, this should not be a concern. But in the future, you might move these to the bottom of your resume under a heading such as "Activities & Hobbies."



## 6) Special Skills:

- Some people use this section to include special skills or talents that are not included elsewhere on the resume but would be relevant to the employer.
- For example, maybe you worked on a Girl Scouts badge or journey where you learned how to build websites or helped with your troop's social media page.

## 7) Awards/Recognitions:

- This is where you would highlight any special awards or recognitions you may have received.
- Make sure you list your awards/recognition in order of most recent and work backward.
- Don't forget to include any Girl Scout Highest Awards (Bronze, Silver, and/or Gold) and other Girl Scout awards, such as the Leadership in Action award, as these are high honors recognized by most employers.

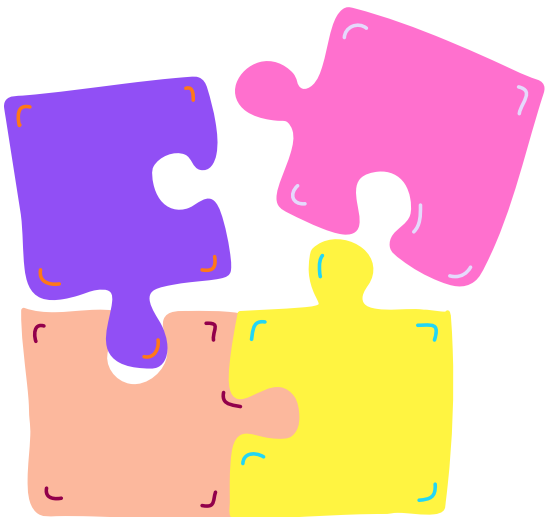
## 8) Hobbies:

- Use this section to list all the cool things that make you the amazing person you are that wouldn't be listed elsewhere on a resume.
- Employers LOVE seeing young people who are well-rounded.

### *Helpful Hint: Power Verbs*

Using power verbs to describe your experience and skills will make your resume more compelling and powerful. Below is a list of a few examples:

acted	commissioned	empowered	initiated	screened
accomplished	committed	enabled	innovated	scrutinized
achieved	compared	endorsed	obtained	secured
acquired	composed	engineered	negotiated	served
administered	conceptualized	enhanced	procured	serviced
advanced	concluded	enlarged	produced	shaped
advised	controlled	handled	provided	supervised
aided	developed	hired	pursued	supplied
alleviated	directed	improvised	raised	surpassed
classified	elevated	increased	realized	utilized
collaborated	employed	influenced	recorded	wrote



### *Additional Resources:*

Still feeling overwhelmed about writing your first resume? Check out this Resume Generator from ReadWriteThink.org: <http://interactives.readwritethink.org/resume-generator>. This online tool guides you through creating a resume with prompts where you input your information.

# SAMPLE RESUME

## **JULIETTE GIRLSCOUT**

**1234 Trefoil Lane  
Savannah, GA 31212  
(333)-333-3333  
ggscout@email.com**

- OBJECTIVE:** I would love to work at the Girl Scout shop because I've been a Girl Scout since Kindergarten, and I aspire to one day own my own business. Learning about retail sales will help me achieve my goal.
- EDUCATION:** **Western Pennsylvania High School, Anytown, PA**  
Class of 2025, Honors Track with Advanced Placement Classes
- WORK HISTORY:** **Newspaper Carrier, Western Pennsylvania Gazette, Anytown, PA May 2018-Present**  
Ensure that customers receive their daily newspaper in a timely fashion, collect money from customers who pay their monthly balance via cash or check, and help customers when asked.
- Program Aide, Trefoil Day Camp, Anytown, PA July 2020-Present**  
Assist day camp staff with programs for younger girls. Help Brownie Girl Scouts complete their Wonder of Water Journey and supervise younger girls over six activity sessions.
- Volunteer, Neighborhood Food Bank, Anytown, PA September 2021-Present**  
Assist staff during the weekly distribution of produce at this local food bank that sees more than 100 families per month, help unload boxes, greet customers, and carry boxes to people's cars.
- ACTIVITIES:** Member, Girl Scouts Troop 34567, September 2015-Present  
Member, Western Pennsylvania High School Choir, September 2021-Present  
Class President, Western Pennsylvania High School, 2022-Present  
Student Government, Western Pennsylvania High School, 2021-Present  
Vacation Bible School Volunteer, Anytown Church, June 2022-Present

- SPECIAL SKILLS:**
- website design
  - social media guru
  - time management skills
  - excellent in math and letter writing

**AWARDS:**

Anytown Rotary Student of the Month, March 2022  
Silver Award, Girl Scouts Troop 34567, 2021  
Academic Honors Award, Western Pennsylvania Middle School, 2020  
Bronze Award, Girl Scouts Troop 34567, 2019

**HOBBIES:**

Hiking, horseback riding, hanging out with friends and family, playing video games, cooking, animals, writing short stories, community theater, and helping at church events

## **MORE RESUME-WRITING TIPS:**

- Make sure your resume is PERFECT! It only takes one error in spelling, punctuation, or grammar to cause an employer to stop reading. Ask people to proofread your resume. Go over it with a fine-tooth comb.
- Limit your resume to one page. Only people with a great deal of related experience should have resumes longer than one page.
- One-inch margins around the page and blank lines between sections will make all the information easier to read. Use a 10-point font size minimum, and avoid overuse of italics, bold, and underlining.
- Since you probably have little work experience, you will want to emphasize your accomplishments in and out of the classroom. Volunteer activities, hobbies, sports, honor roll, and student organizations are things that help define who you are and should be highlighted. List only recent honors and awards unless they are specifically relevant to the position for which you are applying.
- Present your job objective in a manner that relates both to the company and the job description.
- Sell yourself! Create a good first impression by highlighting skills and abilities appropriate to the position. Separate yourself to make sure that your resume rises to the top of the pile!
- Employers will pick up on “little” white lies when they interview you, so make sure to be as honest and open as possible on your resume.

## **PART 2: References:**

Have 3-5 references “at the ready” when you go to apply for jobs. It is always a good idea to have your references on a 3x5 index card that you keep in your wallet with your state ID or driver’s license.

We’ve included a sheet on the following page that will help you compile a list of references.

## REFERENCES (List At Least 2)

Name:		Employer:	
Job Title:			
Home Phone #:		Work Phone #:	
Home Address:		Work Address:	
How long has this person known you?			
Has this person given permission to be used as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Why can this person recommend you for employment? _____			

Name:		Employer:	
Job Title:			
Home Phone #:		Work Phone #:	
Home Address:		Work Address:	
How long has this person known you?			
Has this person given permission to be used as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Why can this person recommend you for employment? _____			

Name:		Employer:	
Job Title:			
Home Phone #:		Work Phone #:	
Home Address:		Work Address:	
How long has this person known you?			
Has this person given permission to be used as a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Why can this person recommend you for employment? _____			



After completing the requirements for this patch program, scan this QR code to order your patch or. A patch may be worn on the back of a vest, sash, or tunic.

