



## Prerequisite Proof of Completion Personal Management

Scout's name: \_\_\_\_\_

Date: \_\_\_\_\_

Troop: \_\_\_\_\_ Week: \_\_\_\_\_

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**Requirement 1:** Do the following:

- (a) Choose an item that your family might want to purchase that is considered a major expense.
- (b) Write a plan that tells how your family would save money for the purchase identified in requirement 1a.
  - (1) Discuss the plan with your merit badge counselor.
  - (2) Discuss the plan with your family.
  - (3) Discuss how other family needs must be considered in this plan.
- (c) Develop a written shopping strategy for the purchase identified in requirement 1a.
  - (1) Determine the quality of the item or service (using consumer publications or rating systems).
  - (2) Comparison shop for the item. Find out where you can buy the item for the best price. (Provide prices from at least two different price sources.) Call around; study ads. Look for a sale or discount coupon. Consider alternatives. Can you buy the item used? Should you wait for a sale?

Proof of Completion 1a: Write in the name of your item below:

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Proof of Completion 1b: In the lines below, describe your plan for how your family would save money for the purchase identified in requirement 1a.

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Proof of Completion 1c: Fill out the prompts below.

Develop a written shopping strategy:

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Determine the quality of the item or service (using consumer publications or rating systems:

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Comparison shop for the item:

	Store Name	Price	Date checked	Notes (coupons available or future sales occurring?)
Source #1:				
Source #2:				

Consider Alternatives:

- Can we buy it used?
  - If so, what would it cost used?: \_\_\_\_\_
- Do we need this item soon or can we wait for a sale?
- Is there anything we could use as an alternative?

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**Requirement 2:** Do the following:

- (a) Prepare a budget reflecting your expected income (allowance, gifts, wages), expenses, and savings for a period of 13 consecutive weeks.
- (b) Compare expected income with expected expenses.
  - (1) If expenses exceed budget income, determine steps to balance your budget.
  - (2) If income exceeds budget expenses, state how you would use the excess money (new goal, savings).
- (c) Track and record your actual income, expenses, and savings for 13 consecutive weeks (the same 13-week period for which you budgeted). (You may use the forms provided in this



(c) Follow the one-week schedule you planned. Keep a daily diary or journal during each of the seven days of this week's activities, writing down when you completed each of the tasks on your "to do" list compared to when you scheduled them.

(d) With your merit badge counselor, review your "to do" list, one-week schedule, and diary/journal to understand when your schedule worked and when it did not work. Discuss what you might do differently the next time.

Proof of Completion 8a: Write a "to do" list of tasks or activities, such as homework assignments, chores, and personal projects, that must be done in the coming week. List in order of importance to you.

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Proof of Completion 8b and 8c: Use this [Time Management Worksheet](#), or a similar one you create, to put in your set activities and plan when you will complete your "to do" tasks. Follow the one week schedule, and note when you completed each of the tasks on your "to do" list compared to when you scheduled them.

Turn in your completed Time Management worksheet to your counselor with this form.

Proof of Completion 8d: Answer the question below.

Reflect on your Time Management Worksheet to understand when your schedule worked and when it did not work. Discuss what you might do differently the next time.

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