



Personal Management

Merit Badge Workbook



This workbook can help you but you still need to read the merit badge pamphlet.

This Workbook can help you organize your thoughts as you prepare to meet with your merit badge counselor.

You still must satisfy your counselor that you can demonstrate each skill and have learned the information.

You should use the work space provided for each requirement to keep track of which requirements have been completed, and to make notes for discussing the item with your counselor, not for providing full and complete answers.

If a requirement says that you must take an action using words such as "discuss", "show", "tell", "explain", "demonstrate", "identify", etc, that is what you must do.

Merit Badge Counselors may not require the use of this or any similar workbooks.

No one may add or subtract from the official requirements found in Scouts BSA Requirements (Pub. 33216 – SKU 653801).

The requirements were last issued or revised in 2019 • This workbook was updated in October 2020.

Scout's Name: _____ Unit: _____

Counselor's Name: _____ Phone No.: _____ Email: _____

<http://www.USScouts.Org> • <http://www.MeritBadge.Org>

Please submit errors, omissions, comments or suggestions about this **workbook** to: Workbooks@USScouts.Org
Comments or suggestions for changes to the **requirements** for the **merit badge** should be sent to: Merit.Badge@Scouting.Org

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.

1a. Discuss the plan with your merit badge counselor.

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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 ratings 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.)

Source	Price

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?

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
(There is a blank Sample Budget Plan table to set up a budget, summarize actual income and expenses, and compare them monthly at the end of this workbook, with a partially completed example.)
- 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).

3. 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 pamphlet, devise your own, or use a computer-generated version.) When complete, present the records showing the results to your merit badge counselor.

(There is a table for tracking your actual weekly income and expenses that you can use, at the end of this workbook, together with a partially completed example.)

4. Compare your budget with your actual income and expenses to understand when your budget worked and when it did not work. With your merit badge counselor, discuss what you might do differently the next time

3. Discuss with your merit badge counselor FIVE of the following concepts:

- a. The emotions you feel when you receive money.

- b. Your understanding of how the amount of money you have with you affects your spending habits.

- c. Your thoughts when you buy something new and your thoughts about the same item three months later.

Explain the concept of buyer's remorse.

- d. How hunger affects you when shopping for food items (snacks, groceries).

- e. Your experience of an item you have purchased after seeing or hearing advertisements for it.

Did the item work as well as advertised?

- f. Your understanding of what happens when you put money into a savings account.

- g. Charitable giving. Explain its purpose and your thoughts about it.

- h. What you can do to better manage your money.

4.Explain the following to your merit badge counselor:

- a. The differences between saving and investing, including reasons for using one over the other.

Saving:

Investing:

Reasons for using one over the other:

- b. The concepts of return on investment and risk and how they are related.

- c. The concepts of simple interest and compound interest

Simple interest:

Compound interest:

- d. The concept of diversification in investing.

- e. Why it is important to save and invest for retirement.

5. Explain to your merit badge counselor what the following investments are and how each works:

++ a. Common stocks.

b. Mutual Funds

c. Life Insurance

d. A certificate of deposit (CD)

e. A savings account.

f. A U.S. savings bond.

6. Explain to your counselor why people might purchase the following types of insurance and how they work:

a. Automobile

b. Health

c. Homeowner's/renter's

d. Whole life and term life

7. Explain to your merit badge counselor the following:

a. What a loan is, what interest is, and how the annual percentage rate (APR) measures the true cost of a loan.

What a loan is:

What interest is:

and how the annual percentage rate (APR) measures the true cost of a loan:

b. The different ways to borrow money.

c. The differences between a charge card, debit card, and credit card.

Charge card

Debit card,

Credit card.

What are the costs and pitfalls of using these financial tools?

Explain why it is unwise to make only the minimum payment on your credit card.

d. Credit reports and how personal responsibility can affect your credit report.

Credit reports:

How personal responsibility can affect your credit report:

e. Ways to reduce or eliminate debt.

8. Demonstrate to your merit badge counselor your understanding of time management by doing the following:

- a. 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 these in order of importance to you.
- b. Make a seven-day calendar or schedule. Put in your set activities, such as school classes, sports practices or games, jobs or chores, and/or Scout or place of worship or club meetings, then plan when you will do all the tasks from your "to do" list between your set activities.
- 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.

(There is a Time Management Worksheet which can be used for planning your weekly set activities and tasks and for tracking your actual "to do" list results, at the end of this workbook, with an example.)

Discuss what you might do differently the next time.

9. Prepare a written project plan demonstrating the steps below, including the desired outcome. This is a project on paper, not a real-life project. Examples could include planning a camping trip, developing a community service project or a school or religious event, or creating an annual patrol plan with additional activities not already included in the troop annual plan. Discuss your completed project plan with your merit badge counselor.

a. Define the project. What is your goal?

b. Develop a timeline for your project that shows the steps you must take from beginning to completion.

c. Describe your project.

d. Develop a list of resources. Identify how these resources will help you achieve your goal.

e. Develop a budget for your project.

10. Do the following:

- a. Choose a career you might want to enter after high school or college graduation.

Discuss with your counselor the needed qualifications, education, skills, and experience..

- b. Explain to your counselor what the associated costs might be to pursue this career, such as tuition, school or training supplies, and room and board. Explain how you could prepare for these costs and how you might make up for any shortfall.

* Always be sure to have proper permission before using the internet. To learn about appropriate behavior and etiquette while online, consider earning the BSA Cyber Chip. Go to www.scouting.org/training/youth-protection/cyber-chip/ for more information.

When working on merit badges, Scouts and Scouters should be aware of some vital information in the current edition of the *Guide to Advancement* (BSA publication 33088). Important excerpts from that publication can be downloaded from <http://usscouts.org/advance/docs/GTA-Excerpts-meritbadges.pdf>. You can download a complete copy of the *Guide to Advancement* from <http://www.scouting.org/filestore/pdf/33088.pdf>.

Sample Budget Plan

	Month 1			Month 2			Month 3		
Income Sources	Budget	Actual	Over/ Under	Budget	Actual	Over/ Under	Budget	Actual	Over/ Under
Allowance									
Gifts									
Wages									
Other									
Income Totals									
Expenses									
Savings-pay yourself 1st									
Donations/Charity									
Food/Meals out									
Clothing									
Entertainment/Movies									
CDs/DVDs, etc.									
Recreation									
Sports/Hobbies									
Travel									
Books/Magazines									
Gifts									
Other:									
Expense Totals									
Income - Expenses									

Note The Budget Expense Total each month should equal the Budget Income Total. After each Month is completed, review the Over/Under amounts and adjust the budget for the following month

Table for tracking your actual income, expenses, and savings for 13 consecutive weeks. Page 1 of 4

Date	Description of Daily Income or Expense	Category	Income	Expense	Balance
			Opening Balance		

Week 2

Week 3

Week 4

Table for Tracking your actual income, expenses, and savings for 13 consecutive weeks. Page 2 of 4

Date	Description of Daily Income or Expense	Category	Income	Expense	Balance
<u>Week 5</u>					

<u>Week 6</u>					

<u>Week 7</u>					

<u>Week 8</u>					

Table for Tracking your actual income, expenses, and savings for 13 consecutive weeks. Page 3 of 4

Date	Description of Daily Income or Expense	Category	Income	Expense	Balance
<u>Week 9</u>			Week 8 Ending Balance		

Week 10

Week 11

Week 12

Table for Tracking your actual income, expenses, and savings for 13 consecutive weeks. Page 4 of 4

Date	Description of Daily Income or Expense	Category	Income	Expense	Balance
<u>Week 13</u>					

Time Management Worksheet

"Planned Schedule Scheduled Time Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

Set Activities

To Do" Tasks

Actual Results

Example Budget Plan

	Month 1			Month 2			Month 3		
Income Sources	Budget	Actual	Over/ Under	Budget	Actual	Over/ Under	Budget	Actual	Over/ Under
Allowance	20.00	20.00		20.00					
Gifts	16.00	18.00	2.00						
Wages	80.00	60.00	-20.00	80.00					
Other	10.00	12.50	2.50	12.00					
Income Totals	126.00	110.50	-15.50	112.00					
Expenses									
Savings-pay yourself 1st	25.00	25.00		42.00					
Donations/Charity	15.00	12.00	-3.00	10.00					
Food/Meals out	20.00	28.75	8.75	25.00					
Clothing	30.00		-30.00						
Entertainment/Movies	16.00	25.15	9.15	10.00					
CDs/DVDs, etc.									
Recreation									
Sports/Hobbies	10.00	12.25	2.25	15.00					
Travel									
Books/Magazines									
Gifts		5.00	5.00						
Other:	10.00		-10.00	10.00					
Expense Totals	126.00	108.15	-17.85	112.00					
Income - Expenses	0	2.35	2.35	0.					

Note The Budget Expense Total each month should equal the Budget Income Total. After each Month is completed, review the Over/Under amounts and adjust the budget for the following month

Example of tracking actual income, expenses, and savings

Date	Description of Daily Income or Expense	Category	Income	Expense	Balance
				Opening Balance	15.00
6/20/2020	Movie with friends	Entertainment		8.50	6.50
6/22/2020	Lunch at school	Food		4.25	2.25
6/24/2020	3 hours working at restaurant last week	Job	18.00		20.25
6/25/2020	Money from mom	Allowance	5.00		25.25

Week 2

6/29/2020	Lunch at school	Food		4.25	21.00

Example of Time Management Exercise

Set Activities	Scheduled Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
School	8am - 3pm		X	X	X	X	X	
Basketball	3pm - 5pm		X	X	X	X	X	
Scouts	7pm - 8:30pm			X				
Church	9am - 10am	X						

To Do" Tasks

Homework	6pm - 8pm		x		x			
Homework	5:30 - 6:30 pm			x		x		
Home chores	10am - Noon							x
Personal Mgmt MB	9pm - 9:30pm	x	x	x	x	x	x	
Work at Corkys	6pm - 9pm						x	
Science Project	7pm - 8pm		x		x			
Movie with friends	2pm - 4pm	x						

Actual Results

	TotalTime	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Homework	4 hrs		2 hrs	1 hr	1 hr			
Home chores	3 hrs						3 hrs	
Personal Mgmt MB	2 hrs	30 min		15 min	15 min	20 min		15 min
Work at Corkys	3.5 hrs					3.5 hrs		
Science Project	1 hr				1 hr			
Movie with friends	5 hrs	5 hrs						