

Business Merit Badge Worksheet



Requirement 1

Write a satisfactory business letter and attach them to this sheet.

Date Completed: _____

Write a satisfactory personal letter and attach them to this sheet.

Date Completed: _____

Requirement 2

Know one of the following:

- Simple bookkeeping
- Shorthand
- Typing

Date Completed: _____

Requirement 3

Expense budget sheet.

	Budget	Month 1 Actual	Month 2 Actual	Month 3 Actual
Home-Related: rent, utilities, etc.				
Personal: Cellular Phone				
Personal: Groceries				
Personal: Eating Out: Lunch				
Personal: Eating Out: Dinner				
Personal: Eating Out: Snacks				
Personal: Laundry				
Personal: Clothing				
Personal: Barber/Salon				
Personal: Books				
Personal: Music				
Transportation: Gas/Fuel				
Transportation: Public Utility				
Transportation: Maintenance				
Entertainment: Video Rental				
Entertainment: Movie				
Entertainment: Concert				
Health: Health Club Dues				
Health: Physician Checkup				
Health: Medication				
Health: Veterinarian				

Scout Name _____ Unit # _____ Date _____

	Budget	Month 1 Actual	Month 2 Actual	Month 3 Actual
Health: Pet Medication				

Requirement 5

Obtain and hold a job in a company or business organization for at least one month:

Name of Company: _____

Start Date: _____ End Date: _____

Name of Supervisor / Unit Leader : _____

Certification

I, the supervisor (or Unit Leader) named above, certify that Scout _____ was employed by our company/organization (or served as Troop/Outfit Scribe) for the duration of the period stated above (for a period of one year). That during the course of his employment, he exhibited and place into practice the Scout Oath and Law, have shown efficiency in attendance, and due regard for his general appearance.

Signature of Supervisor / Unit Leader