Scout Name	Unit #	Date	

## **Business Merit Badge Worksheet**

## **Requirement 1**

☐ Write a satisfactory business letter and attach them to this sheet.
Date Completed:
$\square$ 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				
<b>Entertainment: Concert</b>				
Health: Health Club Dues				
Health: Physician Checkup				
Health: Medication				
Health: Veterinarian				

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J\$4J	Budget	Month 1 Actual	Month 2 Actual	Month 3 Actual
Health: Pet Medication				
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Requirement 5				
Obtain and hold a job in a company of	or business organization	on for at least one month:		
Name of Company:				
Start Date:		End Date:		-
Name of Supervisor / Unit L	eader :			-
Certification				
I, the supervisor (or Unit Lea employed by our company/o period of one year). That du have shown efficiency in atte	organization (or serve	d as Troop/Outfit Scribe) for employment, he exhibited a	and place into practice the	
Signature of Supervisor / Un	it Leader			