

## **FBLA Christmas Party Budget– 25 Member Guest**

**GPS Standards: BMA-BT-4.5** Apply (use) formulas (add, subtract, multiply, and divide) and functions by creating formulas, enforcing precedence, applying cell references in formulas, applying conditional logic in a formula, applying named ranges in formulas, and applying cell ranges in formulas. **FBLA Goal:** Encourage and practice efficient money management.

**Directions:** Our FBLA chapter will be hosting a Christmas Social in December. Create a spreadsheet utilizing the list of items below to help estimate the cost of the party. The spreadsheet must list each item, along with price, quantity, and total cost. Be sure to use formulas in the spreadsheet. Prepare the budget for 25 members.

Add a heading with the title: *FBLA Christmas Party Budget*

<b>Items:</b>	<b>Quantity</b>	<b>Price</b>	<b>Total Cost</b>
Paper Plates			
Napkins			
Cups (8 ounces)			
Table Cloth			
Zaxby's Wing Platter			
Firehouse Sub Sandwich Platter			
Cookies			
Bottle Soda			
Forks, Knives, Spoons			
<b>Total</b>			

You may use <http://www.kroger.com> , <http://www.zaxbys.com>, and <http://www.firehousesubs.com> to research or estimate the cost of some of the items above.

Save the file as: *FBLA Party Budget\_Your Name* in your "Downloads" folder and upload to Google Classroom.

**Rubric – FBLA Christmas Budget**

<b>Criteria</b>	<b>Possible Points</b>	<b>Student Evaluation</b>	<b>Teacher Evaluation</b>
<b>Heading</b> A heading is included with the title: FBLA Christmas Party Budget	5		
<b>List</b> All items are listed for the party	10		
<b>Quantity</b> The quantity of each item is listed.	10		
<b>Price</b> The price of each item is listed.	10		
<b>Total Cost of Each Item</b> The total cost for each item is calculated using a formula.	35		
<b>Total Cost of All Items</b> The total cost of all items is calculated using a formula or the SUM function.	30		
<b>TOTAL</b>	<b>100</b>		
<b>Comments:</b>			