



Girl Scouts®

### Girl Scout Sponsorship Form

**Solicitation of Sponsorships of \$75.00 or more should be approved by the Council Office. Sponsorships of \$75.00 or more should be reported to the council office. Please complete this form and return to your assigned Fund Development Manager when seeking approval for a sponsorship solicitation or when you have received a sponsorship of \$75.00 or more. When seeking approval for a sponsorship, please return this form three weeks prior to the date of solicitation. When submitting this form with a cash sponsorship, please know that it may take up to three weeks to process the sponsorship and return the check back to you.**

#### Sponsor Information

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

Cash Sponsorship:  YES  NO Sponsorship Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

In Kind Sponsorship:  YES  NO Description \_\_\_\_\_

\_\_\_\_\_

This sponsor wishes to receive an official receipt from the council for tax purposes

#### Recipient Information

Troop #: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_

Sponsorship to be used for: \_\_\_\_\_

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

#### For Office Use Only

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

Donor Acknowledgement Sent (Date): \_\_\_\_\_

Reimbursement Check #: \_\_\_\_\_ Date Sent: \_\_\_\_\_ Processed by(FDM): \_\_\_\_\_

**NOTE: In order to ensure compliance with IRS regulations for sponsorships and donor recognition, please follow the guidelines listed below. (Taken from IRS Publication 526 (2008) The guidelines are subject to change as the IRS publication changes and is updated)**

- **Per IRS regulations, for cash sponsorships of \$75.00 - \$249.00**, the sponsorship must be reported to the Girl Scout office. The check may be addressed directly to the troop. A copy of the check, along with a completed Troop Sponsorship form, should be sent to your assigned Fund Development Manager. The council office will then send a receipt directly to the sponsor.
- **Per IRS regulations, for cash sponsorships of \$250 or above**, the sponsorship **must** be turned into the Girl Scout office. The check must be addressed to Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas. Once the check has been received, a check will be re-issued to the Girl Scout troop. The council office will then send a receipt, along with an official letter of acknowledgement directly to the sponsor.