

# Troop and Service Unit Donation/ Sponsorship Guidelines and Form for Approval and/or Acknowledgment

**Please complete this form and return to the Fund Development department at: [funddevelopment@girlscoutsdiamonds.org](mailto:funddevelopment@girlscoutsdiamonds.org) or by mail to ATTN: Fund Development, 11311 Arcade Dr., Little Rock, AR 72212.**

**You should submit this form:**

- When a donor has requested a gift acknowledgment or receipt for their donation, regardless of dollar amount.
- When seeking approval to solicit (ask) for a donation/sponsorship of \$75 or more
- When you have received a donation/sponsorship of \$75 or more

**GUIDELINES:**

- Donations/sponsorships of any amount that require an official acknowledgment or tax receipt must be submitted to Girl Scouts – Diamonds for processing and recording through the council office registers for auditing and tax purposes. Submit this completed form and check (made out to Girl Scouts – Diamonds with troop/service unit number in memo line) to the Fund Development department; the donation/sponsorship will be processed and a payment will be re-issued to your troop or service unit's bank account on file for Girl Scout activities, and reported on annual troop financial reports.
- Donations/sponsorships of \$250 or greater are required by the IRS to be reported; donors may remain anonymous, but gift must be submitted to Girl Scouts – Diamonds for processing and recording through the council office registers for auditing and tax purposes. Submit this completed form and check (made out to Girl Scouts – Diamonds with troop/service unit number in memo line) to the Fund Development department; the donation/sponsorship will be processed and the donation will be re-issued to your troop or service unit through direct deposit into the troop/service unit bank account on record, and should be reported on annual troop/service unit financial reports.
- If the donor does not want a tax receipt and the donation/sponsorship value is between \$75 - \$249, a completed Donation/Sponsorship form must be submitted to Girl Scouts – Diamonds, but the check may be made out directly to the troop/service unit, deposited directly into the troop/service unit checking account for Girl Scout activities, and reported on annual troop financial reports.
- If the donor does not want a tax receipt and the donation/sponsorship value is less than \$75, the troop/service unit is not required to submit the Donation/Sponsorship Form and the check may be made out directly to the troop/service unit and deposited directly into the troop/service unit checking account for Girl Scout activities and reported on annual troop financial reports.
- Solicitation of any sponsorships or donations (cash or in-kind) should be approved by Fund Development department staff at least three weeks in advance of your solicitation. You can use the attached form or a detailed email containing the same information.
- Gifts-in-Kind, or donations of goods or services (i.e., program supplies, meeting space, etc.) to troops/service units of any kind and any amount must be submitted to Girl Scouts – Diamonds on this form.

# Donation/Sponsorship Form for Troops and Service Units

All donations, regardless of value, that require an official acknowledgment and/or receipt for tax purposes must be sent to Girl Scouts – Diamonds; check must be addressed to Girl Scouts – Diamonds with designated troop/ service unit number in memo line and returned with the completed form below to: Girl Scouts – Diamonds, Attn: Fund Development, 11311 Arcade Dr., Little Rock, AR 72212

## PLEASE CHECK

- ☐ I am seeking approval to solicit (ask) for a donation/sponsorship from a business, civic group, or organization.  
**Please note:** All corporate/business solicitations must be approved in advance by the Fund Development department at Girl Scouts – Diamonds. Girls may ONLY solicit for cash contributions to support their Gold Award projects; GSUSA prohibits any other direct solicitation of cash by girls.
- ☐ I am reporting an unsolicited donation/sponsorship that was received from an individual, OR reporting a donation/sponsorship from a business that I previously received approval to solicit.

## DONOR/SPONSOR INFORMATION:

Company or Individual Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Donation Type: ☐ Money (cash or check), please list value \$ \_\_\_\_\_

☐ Gift in-kind, description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Donor Signature**

\_\_\_\_\_  
**Date**

## RECIPIENT INFORMATION (TROOP/SERVICE UNIT):

Troop Number: \_\_\_\_\_ Service Unit Name and Number: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Troop/SU Representative Signature**

\_\_\_\_\_  
**Date**

**[FOR OFFICE USE ONLY]** Date Received: \_\_\_\_\_

Date Reissued to Troop/Service Unit: \_\_\_\_\_