

Additional Money-Earning Application for Service Units

Certain money-earning activities outside of council-sponsored product sales require approval. Use this form when your service unit:

- ▶ Conducts an activity where the purpose of the event is to raise funds for the service unit treasury, and funds are collected from outside the service unit members (i.e., registration fees, sales)
- ▶ Holds an event that does not provide a programmatic activity for Girl Scouts but that raises funds for the service unit treasury

Prior to submitting this application to the Senior Troop Finance Liaison, please review the Volunteer Essentials section on “Money Earning” and Safety Activity Checkpoints. This form should be submitted at least three (3) weeks prior to your activity to the Senior Troop Finance Liaison by email to: troopfinance@girlscoutsdiamonds.org, or by mail to: Girl Scouts – Diamonds | Attn: Senior Troop Finance Liaison | 1021 S. Main St. | Jonesboro, AR 72401.

All requests require:

- | | | |
|---|---|---|
| <input type="checkbox"/> Completed application | <input type="checkbox"/> Activity budget | <input type="checkbox"/> Most recent bank statement |
| <input type="checkbox"/> Participation in council product sales | <input type="checkbox"/> Financial and membership good standing (no debt, active) | |

Service Unit Name: _____ Service Unit Number: _____

Service unit Contact(s): _____

Phone: _____ Email: _____

Proposed Activity: _____ Date: _____

Describe how this money-earning activity is girl-led: _____

Did your service unit participate in the council-sponsored product program sales the last time it was offered?

Fall product ☐ Yes ☐ No Cookie program ☐ Yes ☐ No

After considering revenue from the Cookie and Fall Product program sales, how much is needed to complete planned service unit activities this membership year? \$ _____

Complete the budget below estimating your revenue and expenses for this proposed activity:

- | | |
|------------------------------------|----------|
| A. Revenue potential (all sources) | \$ _____ |
| B. Supply costs | \$ _____ |
| C. Any other costs | \$ _____ |
| D. Expense subtotal (B+C) | \$ _____ |
| E. Net revenue (A-D) | \$ _____ |

Signature of Service Unit Leadership Team Contact

Date

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Date Received: _____ Approved: ☐ Yes ☐ No Notification Date: _____

Additional Money-Earning Guidelines for Service Unit

The Senior Troop Finance Liaison at Girl Scouts – Diamonds is here to help your troop and service unit meet your financial goals to power your girls' dreams. If you have any questions or need help with your money-earning plans, please contact the Senior Troop Finance Liaison at troopfinance@girlscoutsdiamonds.org or 870-558-2533.

Guidelines

For more information about Girl Scouts – Diamonds Council's Money-Earning Guidelines and Policies, please consult Volunteer Essentials, Troop Finances. Girl Scout troops are financed by dues, money-earning activities, community support, and a portion of the proceeds earned through council product sales. "Council product sales" are council-wide sales of authorized products, such as Girl Scout Cookies, magazines, nuts or candy in which membership pathways participate. A "money-earning activity" refers to any activity that generates revenue for the troop treasury that is not dues, council product sales, and/or donations; "fundraisers" are included as a form of money-earning activity and are covered in the following guidelines and application. Money-earning activities should always follow a planned budget and be carried out by girls and adults, in partnership.

Girl Scout funds are for Girl Scout activities and are not to be retained by any individual or individuals as their own.

The Girl Scout Cookie Program and Fall Product Program are both designed to help girls develop key financial literacy skills, as well as provide an opportunity for troops and service units to generate their own funds to support their Girl Scout activities.

At times, some service units may find that their girl-led plans may exceed their revenue from the product program sales; with approval, Girl Scout service units may participate in additional money-earning activities to supplement their budgets. Service units must review the following money-earning guidelines and submit the application to receive approval to conduct a money-earning activity when the following conditions apply:

- ▶ The service unit holds an event that does not provide a programmatic activity for Girl Scouts but that raises funds for the service unit treasury
- ▶ The service unit conducts an activity that generates funds for the service unit treasury from outside the service unit members (i.e., registration fees from outside groups, sales)

Before holding the service unit's money-earning activity, service units should submit the Money-Earning Application. Applications will be reviewed, and the service unit contact will be notified by email or phone of the status of the application within five (5) business days of receipt of the request.

- ▶ Service units must submit the Service unit Money-Earning Activity Application for approval to the Senior Troop Finance Liaison at least three (3) weeks prior to the activity. This form should be submitted to troopfinance@girlscoutsdiamonds.org or mailed to: Girl Scouts – Diamonds | Attn: Senior Troop Finance Liaison | 1021 S. Main St. | Jonesboro, AR 72401.
- ▶ Service units must submit the activity budget with the completed form.
- ▶ Service units must submit a copy of its latest bank statement with the completed form.
- ▶ Service units must be active participants in the council product sales and be in financial and membership good standing (no debt, actively registered service unit meeting troop minimum).

Girls' participation in service unit money-earning projects or council product sales activities is based upon the following:

- ▶ Voluntary participation
- ▶ Council guidelines and policies
- ▶ An understanding of, and ability to interpret to others, why the funds are needed
- ▶ The ability to follow correct business procedures
- ▶ Observance of local ordinances related to involvement of children in money-earning activities, as well as meeting health and safety laws.
- ▶ Adherence to policies and procedures found in Volunteer Essentials and Safety Activity Checkpoints.
- ▶ Planned arrangements for safeguarding the money.

Money-earning activities, like all Girl Scout activities, should include the 3 Girl Scout Processes: Girl-Led, Learning-by-Doing, and Cooperative Learning. Allow girls to take the lead with the planning by brainstorming and developing their own ideas, help girls to understand their service unit finances better through their hands-on budgeting and implementation, and encourage lively participation by all girls. Have the girls plan all details of the event and be sure to review Volunteer Essentials and Safety Activity Checkpoints.

Service unit Money-Earning Activities by Level

Additional money-earning activities should be used to raise money to support Girl Scout activities, not take the place of Girl Scout activities and must be age- and programmatically appropriate. Service Units must take care to ensure that the individual troops and girls participating have not exceeded their allowable additional money-earning activities by level or quantity for the membership year.

- ▶ All additional service unit money-earning activities should be approved by the Senior Troop Finance Liaison when the service unit:
 - Holds an event that does not provide a programmatic activity for Girl Scouts but that raises funds for the service unit treasury
 - Conducts an activity that generates funds for the service unit treasury from outside the troop members (i.e., registration fees, sales)

There is no limit to the number of additional money-earning activities that a service unit can host.

Allowable Money-Earning Activities

Service units should focus on activities that promote learning and/or service opportunities for girls and that complement the Girl Scout Leadership Experience. Some examples of approved money-earning activities include, but are not limited to:

- ▶ Providing a service: babysitting, dog walking, gift wrapping, recycling projects, etc.
- ▶ Making and selling items (not resale): crafts, artwork, (garage sales are allowed)
- ▶ Hosting an event: providing meals or dances for families

Girl Scouts, in their Girl Scout capacity, may not sell commercial products outside of the council product sales. Anything sold at retail is a commercial product. Girls may not sell commercial products as money-earning activities. This includes, but is not limited to, items such as candles, soaps and fireworks. Product in-home “parties” where items (i.e., jewelry, clothing, make up, purses, etc.) are sold directly to consumers are not approved money-earning activities – even if a portion of proceeds are donated to Girl Scouts. Service units may not engage in crowdfunding.

Service unit Money-Earning Activity Budget Sample

A completed budget must be submitted with all additional money-earning applications that show an understanding of what money is being raised for and a thorough identification of all revenue and expense items (even if items are donated or provided by other sources, like troop families). A sample budget for a council-wide campout is below:

Revenue Items	Description	Total Revenue
Registration Fees	\$25/troop x 100	\$2,500
Sponsorship	Presenting sponsorship from volunteer's employer	\$1,000
Expense Items	Description	Total Expense
Food	\$8/plate x 150 plates	\$1,200
Camp Rental	Whole camp rental of Camp Cahinnio x 2 nights	\$480
Program Supplies	Donated/fee with camp rental	\$0
	Total Revenue	\$3,500
	Total Expenses	-\$1,680
	Net Revenue (Revenue-Expenses)	\$1,820

Special Money-Earning Activity for the Juliette Low World Friendship Fund

Girl Scout service units and troops may conduct a special money-earning activity to promote philanthropy, raise awareness, and funds for the Juliette Low World Friendship Fund (JLWFF). This special money-earning activity should follow the Money-Earning Activity Policies outlined above. Events and activities such as this may be held annually and should be included in the service unit planning and budgeting process. Special money-earning activities should be done only for the JLWFF and should not be held in conjunction with other money-earning activities.

Additional Guidelines for Money-Earning Activities

Additional money-earning activities should not compete with council-sponsored product programs; for specific dates, please contact the Senior Troop Finance Liaison department.

Girl Scout Service Units and Troops and Grants and United Way Applications

Girl Scout service units and troops may not solicit grants from foundations or corporations. Girl Scout service units and troops may not solicit funds from United Way or United Fund organizations.

Avoid Fundraising for Other Organizations

Girl Scouts are not allowed, when acting in a Girl Scout capacity (such as wearing a uniform, sash or vest, official pins, etc.) to solicit money on behalf of another organization. This includes, but is not limited to, participating in a walkathon or telethon while in uniform. The service unit or troop can support another organization through Take Action Projects or by making a donation from the service unit or troop bank account. In addition, Girl Scouts as individuals are able to participate in whatever events they choose, so long as they are not wearing anything that officially identifies them as Girl Scouts.

Girl Scouts, in their Girl Scout capacity, may participate in certain events for other organizations if there is an active partnership with the council. Girl members who do this should not solicit or accept pledges, donations or sponsorships for their participation. Please contact the Senior Troop Finance Liaison department to inquire about the partnership.

Avoid Political Fundraisers

Girl Scouts, in their Girl Scout capacity, may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner.

Troop and Service Unit Money-Earning Activity FAQ

“Can we do this to raise money for our service unit?”

We understand that our Girl Scouts have big dreams! And some of these big dreams have big price tags. Here are some ways that your troop or service unit can raise additional funds, while still staying within our GSUSA Blue Book of Documents and council policies and guidelines. Good luck out there!

Let's Get Started...

- ▶ Check Volunteer Essentials, Troop Finances section on Additional Money-Earning and *Safety Activity Checkpoints*.
- ▶ Review the “Additional Money-Earning Activity Guidelines and Application” found on the website.
- ▶ Let the girls take charge! Like all things GSLE, money-earning should also be girl-led. Have girls lead the discussion, planning, even execution (as is age appropriate).
- ▶ Reach out with any questions before submitting your application to the Senior Troop Finance Liaison at troopfinance@girlscoutsdiamonds.org – we're here to help you!

Here are some suggestions to help your troop or service unit get moving in the right direction:

Yay!

Host an Event! Providing a meal (themed dinners are a wonderful way to charge a higher ticket price!) or other fun activity to reach out to non-Girl Scouts is a fantastic way to earn funds.

Provide a Service! Offering babysitting services at holiday times or service unit/Girl Scout events, dog walking, badge/patch ironing before bridging, or fun “services,” like Flamingo Flock Removal, are all great ways to do a good turn while earning funds.

Get Crafty! And Entrepreneurial! Making and selling your troop's artwork or craft creations is an excellent way to generate funds through your hands-on work and allows girls another opportunity to grow their business skills. (Garage sales are allowed.)

Think Outside the Box! Be an innovator and dream up new ideas to support your Girl Scout activities.

Nay!

No selling or reselling commercial products. This includes in-home product demonstration parties, even if a portion of the sales is donated back to Girl Scouts. If parents or other adults wish to host a product party with a donation opportunity, the event must not imply any endorsement or partnership with Girl Scouts, and no girls in their official Girl Scout capacity may be present.

No fundraising for other organizations. Girl Scouts are not allowed, when acting in their official capacity, to solicit or accept money on behalf of other organizations (for-profit or non-profit).

No online crowdfunding. If a donor wishes to make an online donation to a troop, they can use our Girl Scouts – Diamonds online donation page or Facebook fundraiser linked to [@girlscoutsdiamonds](https://www.facebook.com/girlscoutsdiamonds) to donate to a troop or service unit.