

Money Earning/Funding Approval Form 2021-22

Group Money-Earning An activity planned and carried out by girls in partnership with adults to earn money for troop/group trip, activities, or events. This does not include council-planned activities like the cookie program or fall product sale.	Project Funding Funds raised through donations and grants that go directly to support a project such as a special service unit event, day camp, troop service project (contributions from a single organization may not exceed \$250).
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Troop/group leaders please complete the entire form and submit to your Community Development Manager for approval prior to scheduling project/event or solicitation of funds.

Troop/Group #: _____ Service Unit #: _____ Grade Level: _____

Leader(s) Name(s): _____ Number of Girls Participating: _____

Troop/Group is requesting permission for: Group Money-Earning Project Project Funding

Did the troop/group participate in:

Fall Product Program: Yes No If no, why not: _____

Cookie Program: Yes No If no, why not: _____

Other money-earning project this year: Yes No If yes, what: _____

Event/Project Description: _____

Date of Event/Project: _____ Money-earning goal or solicitation amount: \$ _____

Parent/Caregivers are aware of event/project Back of form is complete, including required budget

How does this tie in with the Girl Scout Leadership Experience: _____

How have the girls participated in planning and preparing for this project: _____

Project Funding Only–Solicit Information

Name of Organization: _____ Contact Person: _____

Phone: _____ Email: _____

05-10006-03/2021



Troop/Group leaders please read the following statements and initial that you understand each statement. Please see your community development manager for clarification/questions.

- ___ Consult the *Safety Activity Checkpoints* and *Volunteer Essentials* for money-earning guidelines.
- ___ The troop/group funds may not be distributed to individual girls or adults.
- ___ Girls cannot participate in games of chance and/or product demonstration parties.
- ___ Girls may not directly solicit funds (i.e. donations, sponsorships, grants or walk-a-thons) and should follow all policies pertaining to money-earning in the *Volunteer Essentials*.
- ___ Girl Scout troops/groups are an extension of Girl Scouts of Western Ohio, including the organization's IRS not-for-profit status. All grants and donations must be carefully monitored to ensure that Girl Scouts of Western Ohio complies with all IRS guidelines.
- ___ Girl Scout troops/groups may not, in most situations, solicit grants or donations from foundations corporations, businesses, or agencies. An exception to the above guideline is made if Girl Scout volunteers work for companies offering small grants (up to \$1,000) for special projects and not-for-profit groups supported by their employees.
- ___ Prior permission must be obtained from the community development manager before adults are allowed to solicit donations on the behalf of a Girl Scout troop/group. The Girl Scout troop/group must submit this form along with a budget plan and budget for the proposed project.
- ___ Reflection and evaluation is an important part of the troop/group money-earning process. Please be sure to incorporate this portion into your troops/groups money-earning projects. You can ask the girls questions like: What did you like/dislike? What did you learn through this process? What would you do differently next time? How is this experience going to help you and your troop/group?

Budget				
Project Funding Income			Estimated	Notes
Total Income				
Expenses				
Item	# of Items	Cost per Item	Estimate	Notes
Total Expenses				
Balance should be \$0.00				

Signed: _____ Date: _____
Troop/Group Leader

Approved Not Approved Why? _____

Signed: _____ Date: _____
Community Development Manager