





## Activity 3: Fill Out Money Earning Approval Form

### Instructions:

Divide into small groups. Complete the attached Money Earning/Project Approval form based on the scenario.

### Scenario:

Your troop would like to raise funds to complete a Journey Take-Action project (please fill out based on your current troops grade level). The fundraiser is a pet wash.



**girl scouts of western ohio**

**Approval Form**  
**Group Money-Earning and Project Funding**

Group Money-Earning	Project Funding
An activity organized by a group which can include troop, service unit, or registered Girl Scouts that is not council planned and carried out by girls in partnership with adults to earn money for a troop/group trip, activity, or event.	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).

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 Sales:  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: \$ \_\_\_\_\_

Parents/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: \_\_\_\_\_

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**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 Chapter 5 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 troop/groups are an extension of Girl Scouts of Western Ohio, including the organization's 501(c)(3) not-for-profit status. All grants and donations must be carefully monitored to ensure that Girl Scouts of Western Ohio complies with all 501(c)(3) guidelines.
- Girl Scout troop/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 troop/group's money-earning projects. You can ask the girls questions like: What did you like/don't like? 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				
<b>Expenses</b>				
Item	# of Items	Cost per Item	Estimate	Notes
<b>Total Expenses:</b>				
<b>Balance should be \$0.00</b>				

Signed: \_\_\_\_\_ Troop/Group Leader Date: \_\_\_\_\_

Approved  Not Approved Why? \_\_\_\_\_

Signed: \_\_\_\_\_ Community Development Manager Date: \_\_\_\_\_



### S'more Info

- [gsw.org>Volunteers>Online Support for Volunteers](https://gsw.org/Volunteers/Online-Support-for-Volunteers)
- [Youtube.com>Girl Scouts of Western Ohio> Videos>Troop Financial Management](https://www.youtube.com/watch?v=...)
- [gsw.org>Volunteers>Forms and Documents>Troop Start Up](https://gsw.org/Volunteers/Forms-and-Documents/Troop-Start-Up)