



## ADDITIONAL MONEY EARNING ACTIVITY POLICY

### PLEASE REMEMBER THE BASICS:

- ◆ All troops and service units must have participated in both the Fall Product Sale and the Cookie Program before participating in additional money earning activities.
- ◆ Money earning projects MAY NOT be conducted during the dates of the Fall Product Program or Cookie Program.
- ◆ Troops may only participate in up to five (5) money earning activities per Girl Scout year. This DOES NOT include the Fall Product Program or Cookie Program.
- ◆ Pre-approved activities that do not require approval, if all above criteria are met are: Sales of meals and bake sales (items must be prepared and/or sold by the girls and families), car washes and troop garage/yard sales.
- ◆ Volunteers ONLY are permitted to solicit from parents and local businesses. However, pending approval, Girl Scouts may solicit funds for Gold Award projects.
- ◆ Girl Scouts in their capacity as Girl Scouts may not solicit or raise funds for any other organization.
- ◆ Troops MAY NOT solicit sponsorships from foundations, granting organizations, government entities or any corporation with 50 or more employees.
- ◆ IN ORDER TO OBTAIN A TAX RECEIPT, ALL MONETARY GIFTS TO TROOPS AND SERVICE UNITS, MUST COME THROUGH GSCSA. UPON RECEIPT OF THE MONEY, A CHECK WILL THEN BE FORWARDED TO THE TROOP OR SERVICE UNIT AS REQUESTED BY THE DONOR.
- ◆ For more detailed information, please see the attached policy.
- ◆ Questions? Please email: [philanthropy@girlscoutcsa.org](mailto:philanthropy@girlscoutcsa.org)

GSCSA product programs are a great way to earn the funds necessary for girls to travel or carry out Take Action projects. If income from the product programs isn't enough, however, girls have more options available to them. Although you cannot resell products, you can offer services, such as explained on the following pages:

## **GSCSA GUIDELINES AND PROCEDURES FOR ADDITIONAL TROOP MONEY-EARNING ACTIVITIES**

**If a troop or service unit requests approval for additional money-earning activities beyond GSCSA's Fall Product Program and the Cookie Program, then the following guidelines must be met:**

- ◆ **Must** participate in both the Fall Product Program and the Cookie Program before participating in additional money earning activities. New troops that form after one or both product programs may, with approval, conduct money-earning activities.
- ◆ **Money-earning projects **MAY NOT** be conducted during the dates of the Fall Product Program or the Cookie Program.**
- ◆ Must have a current troop finance report on file with the Financial Administrator at GSCSA.
- ◆ Obtain written permission from each participating girl's parent or guardian before any money-earning activity occurs.
- ◆ May only participate in up to **five** money earning activities or events per Girl Scout year. This does not include the Fall Product Program or Cookie Program.

**Troops may participate in the following money-earning activities at any time without approval, as long as the guidelines listed above are met:**

- ◆ Sale of meals (spaghetti dinners or pancake breakfasts for example) that are prepared and/or served by girls and their families
- ◆ Car wash
- ◆ Bake sale (items must be prepared and/or sold by girls and their families)
- ◆ Troop garage/yard sale

**All other money-earning activities or events must be approved in advance by GSCSA with the following:**

- ① Troops must have a current financial report on file with the Financial Administrator and must submit an application for [Money-Earning Project](#) to the Vice-President of Philanthropy at least 30 days in advance. The GSCSA Philanthropy Dept will then contact you about your project.
- ② Money-earning activities must be in keeping with the principles for which the organization stands as defined in this document and the GSUSA Blue Book of Basic Documents.

### **Things to Consider When Planning a Money-Earning Event**

- ◆ How much time will it take to plan the event?
- ◆ Has enough time been allowed so that the girls can plan the project or event?
- ◆ What new skills, knowledge or values will the girls gain?
- ◆ Is the project or event within the girls' abilities to plan and carry out (age appropriate)?
- ◆ Will the project give the community a picture of Girl Scouting?
- ◆ How much will it cost to plan and carry out the event?
- ◆ What supplies are needed for the project or event?

## SOLICITATION OF FUNDING AND DONATIONS

*For additional information, refer to Troop/Service Unit Sponsorship section.*

- ◆ **Girls (with approval from the VP of Philanthropy) may solicit funds for Gold Award Take Action Projects ONLY. The request must be submitted when a girl presents her project plan.**
- ◆ Service units, troops, and adults acting on behalf of any Girl Scout group, cannot contact any organization, business, corporation with 50 or more employees for a monetary donation. In-kind donations may be solicited from any business regardless of size (this includes gift cards from grocery stores or other large retailers).
- ◆ Girl Scouts, in their capacity as Girl Scouts, **MAY NOT** solicit or raise funds for any other organization. This includes participating in/soliciting donations for walk-a-thons or telethons; product sales parties such as Tupperware, Pampered Chef, Mary Kay, or other similar home party sales; the sale of commercial products or similar fundraising opportunities. Girl Scouts **may elect** to support another organization through Take Action or service projects that do not involve fundraising and/or by making a donation of goods. Please note that troops may participate in walk-a-thons, as long as they are not soliciting donations for the sponsoring organization.
- ◆ It is not within Girl Scout standards for girls or volunteers to sell tickets, gift cards or coupons on behalf of another organization, business, corporation, or foundation for financial support or in-kind donations.

## COLLABORATING WITH SPONSORS AND OTHER ORGANIZATIONS

Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, volunteer their time, offer in-kind donations, provide activity materials, or loan equipment. The sponsor's contribution can then be recognized by arranging for girls to send thank-you cards, inviting the sponsor to a meeting or ceremony, or working together on a Take Action project.

Girl Scout troop, individual girl, and service unit projects should be funded through approved money-earning activities and dues. Girls get the most out of their experience when they earn the resources necessary to reach their goals. **Should additional resources be needed, funds and in-kind donations of goods and services may be solicited by adult volunteers.**

**When collaborating with a sponsor or organization, these guidelines must be followed:**

- ① Volunteers (again, not girls!) are permitted to solicit from parents, and local businesses. A local business is defined as a business whose primary customer base is confined to a local area or neighborhood (i.e. physicians' offices, houses of faith, bakeries, etc.) If service units, troops or other individuals acting on behalf of Girl Scouts need clarification on what constitutes a local business, please reach out to the GSCSA Philanthropy Dept.
- ② When soliciting donations from a local source, you may be referred by that business to their regional, district or corporate office. Should this occur, please stop and contact GSCSA's Philanthropy Dept. for guidance and assistance. This is to ensure that no business is being solicited multiple times in a year and that we remain in compliance with our 501©(3) status, as defined by the Internal Revenue Service (IRS).
- ③ Due to strict IRS reporting guidelines and standards, volunteers **may not** apply for grant funding of any kind. Generally, a grant requires a formal application to be submitted. If you are requested to complete more than a simple donation request form or to submit an IRS Tax Designation Letter; please contact the GSCSA Philanthropy Dept.

- ④ Please note that it is not within Girl Scout standards for girls or volunteers to sell tickets, gift cards or coupons on behalf of another organization, business, corporation, or foundation for financial support or in-kind donations.
- ⑤ Girl Scouts of the Southern Appalachians is supported by 8 area United Ways. Each has different policies related to blackout (non-fundraising) periods which are recognized by GSCSA. Troops planning fundraising or money-earning activities must coordinate with the GSCSA Philanthropy Dept. to ensure that the activity they are planning does not fall in a specific United Way blackout period.
- ⑥ **Avoiding fundraising for other organizations.** Girl Scouts are not allowed, when identifying ourselves as Girl Scouts (such as wearing a uniform, a sash or vest, official pins, and so on), to solicit money on behalf of another organization. This includes participating in a walk-a-thon or telethon while in uniform. You and your group can, however, support another organization through take-action projects.
- ⑦ **Steering clear of political fundraisers.** When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your group 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, participating in a political rally, circulating a petition, or carrying a political banner is not allowed.
- ⑧ **Being respectful when collaborating with religious organizations.** Girl Scout groups must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.
- ⑨ **Avoid selling or endorsing products.** “Commercial products” is any product sold at retail.

## TROOP/SERVICE UNIT SPONSORSHIP

Sponsorship is a voluntary association between the Girl Scout council, a troop, a service unit, and a community organization or business whose aims and objectives for youth are compatible with Girl Scouting. Sponsorship implies a commitment to ensure the opportunities of Girl Scouting are open to all girls in a community, regardless of race, creed, religion, nationality, or socioeconomic factors.

Sponsors may offer to provide meeting places, help in recruiting volunteers, career exploration opportunities, goods and services for the benefit of the entire troop or service unit.

**Troops and service units receiving a sponsorship must follow the following guidelines:**

- ① Troops may not solicit sponsorships from foundations, granting organizations, government entities or any corporations with 50 or more employees.
- ② Volunteer Service Grants and Matching Gifts from your employer are considered grants to support Girl Scouts of the Southern Appalachians as a 501 ©(3). Complete the Troop/Service Unit Sponsorship Agreement form and submit to the GSCSA Philanthropy Dept. All monetary gifts, regardless of amount **MUST** come through GSCSA so that the council can provide an IRS letter for tax deduction. Upon receipt of the money, a check will then be forwarded to the troop or service unit as requested by the donor. Instructions for designation of the funds to a specific troop **MUST** be included in the correspondence from the donor with the check.
- ③ All gifts-in-kind valued at \$25 or more, i.e., materials, supplies, gift cards, or services, must be accounted for on the Annual Troop Financial Report.
- ④ If a business requests a letter for tax deductibility for a gift-in-kind, you must submit a [Gift in Kind](#) form to GSCSA’s Philanthropy Dept.