

## Troop Fundraising Procedures

### So, you want to earn money for your troop?

Helping girls earn and manage money is an integral part of the Girl Scout Leadership Experience; your Girl Scout troop, group, and/or individual girls are responsible for planning and financing their own activities, with volunteer guidance/supervision.<sup>1</sup>

Girl Scout troops are funded by a share of money earned through council-sponsored product programs, council approved money-earning activities, and any dues your troop might charge.<sup>2</sup>

### **Policies and Standards**

All money raised or earned and other assets received in the name of and for the benefit of Girl Scouting must be authorized by Girl Scouts of Silver Sage Council used for the purposes of Girl Scouting.<sup>3</sup>

### **Definitions**

- **Money-Earning** is defined as activities organized by a Girl Scout group/troop or individual Girl Scout (not by the Girl Scout Council, in this case, GSSSC) which earn money for the group/troop or individual Girl Scout, and are planned and carried out by girls, in partnership with adults.
- **Fundraising** is defined as activities organized by a group of adults to assist a group or troop with raising funds.
- **Worthy cause** is defined as a cause that merits attention, aid or action due to an inherent goodness of values or intention. The Cause must be a non-profit organization that has a that have a 501(C)(3) status.

### **Procedures**

*Note: To participate in group money-earning activities, the group must have participated in our Council product programs.*

### **Troop Money-Earning**

- Choose your money-earning activity
- Complete the [Application for a Troop Money Earning Project](#) at least 30 days prior to your activity and submit to your Service Unit Manager.
- The Service Unit Manager will send the signed form to [Customer Care](#) for approval.
- Once approved, your troop can proceed with your chosen activity.

### **Fundraising**

- Adult members and Girl Scout Seniors and Ambassadors working on their Gold Award Projects may fundraise for purposes relating to Girl Scouting.

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<sup>1</sup> Volunteer Essentials

<sup>2</sup> Volunteer Essentials

<sup>3</sup> GSSSC Fund Raising Policy, January 2016

- You must request approval from GSSSC before soliciting funds
  - Submit the list of businesses you will be soliciting **and** your [Donation to Troop \(Pass Through\) form](#) to [Customer Care](#) 14 days prior to your solicitation.
  - You must not solicit businesses on GSSSC's [Corporate Donors list](#), without working directly with Council Fundraising staff for consultation and approval.
- Within 30 days of the donation, send the check and completed **Donation to Troop** form to:
 

*8948 W Barnes St, Boise, ID 83709, ATTN: Fund Development*
- Donations **MUST** be processed through the Council so the donor can receive a tax receipt.
  - Any donation \$250 or more is required by the IRS to receive a tax receipt.
- **In-Kind Donations to Troops**
  - Troops are welcome to have family or friends purchase in-kind items for your troop (i.e. party supplies, camping reservation, etc.). If they would like an in-kind receipt for their donation to your troop, receipts and an [In-Kind Form](#) must be distributed to [Customer Care](#) **within 30 days of receipt date**. If it is not received within 30 days, it will not be recognized. This is especially important if you anticipate receiving matching fund gifts from parent or friend businesses. If Council does not have record of an in-kind donation within 30 days of receipt, they cannot verify matching gift funds for corporations for your troop.

#### Small Grants<sup>4</sup>

- Adults, or Senior/Ambassador Girl Scouts working on their Gold Award project, may request approval from the council to apply for grants in two ways:
  - List the small grant request on their Gold Award proposal forms
  - If the grant is found after the proposal process, reach out to the [council for approval](#) at least 30 days prior to the grant's deadline
- Any grant money awarded is required to go through the council as a 501(c)(3)
- If a girl is awarded a grant, she would complete the required paperwork for grant completion and submit a copy to the council. The Fund Development team will offer guidance and support to the girl if needed.

#### **More Guidelines for Working with Other Organizations<sup>5</sup>**

##### **Avoid Fundraising for Other Organizations**

- Girl Scouts are not allowed to solicit money on behalf of another organization when identifying themselves as Girl Scouts by wearing a uniform, a sash or vest, official pins, and so on. This includes participating in a walkathon or telethon while in uniform. However, you and your group can support another organization through Take Action projects. Girl Scouts as individuals are able to participate in whatever events they choose as long as they're not wearing anything that officially identifies them as "Girl Scouts."

##### **Cookie and Product Program Proceeds**

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<sup>4</sup> [Girl Soliciting Donations for Girl Scout Gold Award Take Action Projects: Frequently Asked Questions](#)

<sup>5</sup> Volunteer Essentials

- Troops may use the money earned from the Girl Scout Programs to fund a project that will improve their community or donate the money to a worthy cause<sup>6</sup>. For the Girl Scout of Silver Sage, money earned from The Girl Scout programs may be donated to a worthy cause as part of a Take Action Project. Troops must first apply using the [Philanthropic Uses of Product Proceeds Form](#) and be approved by the Girl Scout of Silver Sage Council before a financial donation can be made.
  - The Form must be submitted to the Service Unit Manager for approval before a financial donation can be made.
  - The Service Unit manager will then submit to [Customer Care](#) for review and approval from GSSSC.
  - The form must be submitted to Customer Care 30 days prior to donation date identified.

#### Steer 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 are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner.

#### Be 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.

#### Avoid Selling or Endorsing Commercial Products

- A commercial product is any product sold at a retail location. Since 1939, girls and volunteers have not been allowed to endorse, provide a testimonial for, or sell such products.

Who can Participate in Money-Earning/Fundraising?				
Age Group	Money-Earning?	Fundraising?	Small Grants?	Details
Daisies	✗	✗	✗	Daisies shouldn't participate in money-earning activities other than the two council sponsored product programs.
Brownies	—	✗	✗	Brownies shouldn't participate in money-earning activities other than the two council sponsored product programs; however, a Troop may request approval for one extra money-earning project per membership year.

<sup>6</sup> [GSUSA All About Cookies: Support Girls Success](#)

Juniors	✓	✗	✗	Junior troops may apply to participate in money-earning activities.
Cadettes	✓	✗	✗	Cadette troops may apply to participate in money-earning activities.
Seniors	✓	—	—	Seniors working on their Gold Award Project can fundraise. They must follow the same processes as adults who fundraise. All fundraising efforts must be outlined in their project plan.  Contact the Fund Development team for more information on Small Grants.
Ambassadors	✓	—	—	Ambassadors working on their Gold Award Project can fundraise. They must follow the same processes as adults who fundraise. All fundraising efforts must be outlined in their project plan.  Contact the Fund Development team for more information on Small Grants.
Adults	✓	✓	✗	Adults may engage in combined fund raising authorized by the council and in which the council is a beneficiary. <sup>7</sup>

### Examples of Possible Money-Earning Project<sup>8</sup>

#### Collections/Drives

- Cell phones for refurbishment
- Used ink cartridges turned in for money
- Christmas tree recycling

#### Food/Meal Events

- Lunch box auction (prepared lunch or meal auctioned off)
- Themed meals, like a high tea, pancake breakfast, or a build-your-own-taco bar, related to activities girls are planning (For instance, if girls are earning money for travel, they could tie the meal to their destination.)

#### Service(s)

- Service-a-thon (people sponsor a girl doing service and funds go to support a trip or other activity)

<sup>7</sup> GSSSC Fund Raising Policy, January 2016

<sup>8</sup> Volunteer Essentials

- Babysitting for holiday (New Year’s Eve) or council events
- Raking leaves, weeding, cutting grass, shoveling snow, walking pets (no girls should use power tools)
- Cooking class or other specialty class

Other

- Talent show
- Badge workshop
- Crafts
- Yard/garage sale

**Examples of Projects not allowed<sup>9</sup>**

- Home Party Sales; Tupperware, candles, etc.
- Restaurant fundraisers
- Selling fireworks or other commercial products

Examples of Money-Earning Projects			
✓	Talent show	✓	Wrapping Gifts
✓	Pancake breakfast, bake sale, spaghetti dinner, etc.	✓	Ushering or helping in other ways at special events in the community
✓	Babysitting	✓	Making and selling craft items
✓	Cooking or other classes, etc.	✓	Sponsoring dances, talent shows, fashion shows, haunted houses, or other forms of entertainment
✓	Badge workshop	✗	Home Party Sales; Tupperware, candles, etc.
✓	Crafts	✗	Restaurant fundraisers
✓	Yard/garage sale	✗	Selling fireworks or other commercial products
✓	Shoveling snow or walking pets	✗	Fundraising for other organizations (you may donate in-kind gifts to other organizations or donate funds made from cookie sales <sup>10</sup> )
✓	Raking leaves or other lawn work without the use of power tools	✗	Political fundraisers

<sup>9</sup> Volunteer Essentials

<sup>10</sup> [GSUSA All About Cookies: Support Girls Success](#)

For help or more questions on fundraising procedures, please contact [Customer Care](#) for support from the Fund Development Team at The Silver Sage Council.