girl scouts san diego

Money-Earning Project Application

All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands (refer to *Volunteer Essentials*). Please read both sides of the application before making plans.

- **4+ weeks in advance:** Troop/group must submit application to the service unit treasurer or finance support specialist (if over $500). Service units submit application directly to finance support specialist at troopbanking@sdgirlscouts.org.
- **Initial:** _____ I have read and agree to the *Money-Earning Project Application Guidelines.*

Application for: ☐ Troop/group ☐ Service unit ☐ Cluster Troop/group # _____ Service unit/cluster _____

Troop/group program grade level: ☐ Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador

Adult in charge: _____ Volunteer title: _____

Phone: ( ) _____ [best] ( ) _____ [alt.] Email: _____

Address _____ City, state, zip _____

Treasury information

Current balance of treasury: Bank account balance $_____ + Cash on hand $_____ = Total $_____

Money-earning projects completed in current membership year (Oct. 1–Sept. 30)**:**

Fall Product Program profit earned $_____ Cookie Program profit earned $_____ Recycling profit earned $_____

Additional Money-Earning projects:

1. _____ profit earned $_____ 3. _____ profit earned $_____
2. _____ profit earned $_____ 4. _____ profit earned $_____

Money-earning project information

Purpose: Activity/event monies will be **applied** to _____ Date of planned activity: _____

Description: What is the project? _____

Targeted customers: ☐ Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador ☐ Adults ☐ Public

Date: _____ (Projects to be completed on a single date, unless otherwise approved. Separate applications required for each project.)

Time: _____ Location: _____ Are local city/county permits required? Yes No

Source of advertisement: _____ (attach copy) Is additional insurance required? Yes No

Skills: What skills will girls develop? How does this relate to the National Program Portfolio (refer to application guidelines)?

Projected profit: Cost per girl $_____ x Number of girls _____ = $_____

Cost per adult $_____ x Number of adults _____ = $_____

Projected income $_____ - expenses $_____ = profit $_____

For SU team or Finance Support Specialist use Only: Project is: approved disapproved re-submit

Comments_____

Signature/title _____ Date _____

Evaluation and final report

Actual income $_____ - expenses $_____ = profit $_____

Actual participation: Number of girls _____ + Number of adults _____ = total participation _____

Was this a successful project? Yes No Why or why not? (attach additional sheet if needed)_____

_____

Money-Earning Project Application Guidelines

Step 1: Getting started (Planning Checklist): First, determine if your troop qualifies

- Maximum number of additional money-earning projects per year, **not** including fall product program, cookie program or recycling: Kindergarten Daisies: 0; first grade Daisies: 1; Brownies: 1; Juniors: 2; Cadettes and older: 3 (additional upon approval).
- Troop/group actively participates in the council-sponsored Product Programs (fall and cookie) in the same membership year.
- All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands. Remember these statements from *Volunteer Essentials*:
    - "Voluntary participation" with "written permission of each girl's parent or guardian"
    - Money-earning activities need to be "consistent with the principles of the GSLE" for a quality program experience
    - **"Money earned is for Girl Scout activities and is not to be retained by individuals" whether girls or adults**

Treasury information:

- Troop financial records must be up-to-date prior to submission of the *Money-Earning Project Application.* This includes submission of: *Annual Financial Report and required attachments; Financial Tracking Worksheet and April bank statement.*
- Troop/group has a Girl Scout troop/group checking account with Wells Fargo Bank.

Money-earning project information:

- Long term planning for activities/events must include all participating girls and must be financially attainable for all. Activities/events relate to the Girl Scout National Program Portfolio:
    - Girls **discover** when they understand themselves and their values, and use their knowledge and skills to explore the world.
    - Girls **connect** when they care about, inspire and team with others locally and globally.
    - Girls **take action** when they do something to make the world a better place.
- Purpose of the money-earning project has been clearly defined and discussed with troop girls and parents.

Step 2: Next, determine if the girl led money-earning project qualifies

- Money-earning project is not being held during council-sponsored product programs (i.e. fall and cookie product programs).
- Money-earning project is scheduled for a single date, unless otherwise approved by finance support specialist.
- *Event Approval Checklist* has been completed and reviewed with your service unit activity consultant.
- Money-earning project is age appropriate and includes girl planning.

Appropriate money-earning projects (examples):

Workshops (badge, camp skills, etc.)	Service-a-thon (people sponsor a girl doing service; funds go to support trip)	Refreshment stand (no labeled product or resale)
Events (Daisy Day, Brownie Sports, etc.)	Walking tours, nature hikes	Back 2 School kits / Program in a Box
Breakfasts, lunches, dinners, teas, etc.	Face painting	Gift baskets
Dances	Yard work	Troop/group "own" cookbook
Plays or concerts	Gift-wrapping	Party favors, placemats
Garage sales	Holiday cards	Luminarias
Seasonal festivals	Craft items	Grow/sell plants
Car wash	Baked goods	Event photo booth
Cell phone or ink cartridge collection	Christmas tree recycling	

Inappropriate money-earning projects:

- Games of chance, such as raffles, or contests
- Product demonstrations, such as Avon, Mary Kay, Tupperware, Pampered Chef, candle parties, etc.
- Sales generating profits for a specific company or business besides Girl Scouts, such as M&M, Krispy Kreme, See's Candies, Pizza Hut, Papa John's, Rubio's or other restaurants, catalog sales, mall promotions, etc.
- Funds may not be collected or raised in order to benefit other organizations or non-profits.

Step 3: Submit for approval (4+ weeks in advance):

- Troop/group must submit application to the service unit team; applications expected to net more than **$500** require approval from the finance support specialist. All service unit or program cluster money-earning projects require approval from the finance support specialist email troopbanking@sdgirlscouts.org.
- Approval must be received, in writing, **prior** to conducting any money-earning projects. Allow at least 4 weeks for approval.
- *Event Budget Worksheet* is completed and submitted to service unit treasurer for approval (if required).
- Flyers or announcements for the project follow council guidelines and are attached for approval.
  Please review our branding guideline (sdgirlscouts.org/branding101) when planning your project.
- Local city/county permits are secured, if applicable.
- Additional Girl Scout insurance has been purchased, if applicable (Required for attending non-Girl Scout members).

Step 4: Evaluation:

- Report the actual amount of income received. Submit the final copy of this form with the year-end annual financial report.
- Discuss challenges and successes with girls. Review Girl Scout National Program Portfolio and how it applied during the money- earning project. What did they discover? With whom did they connect? How did they take action?
- Determine if the troop income/expense budgeting was on target. Attach the completed *Event Budget Worksheet.*