

Money-Earning Guidelines

Additional ways for girls to support their activities!

Group Money-Earning Activities

If troops need funds above and beyond what they earn from council-sponsored product programs and troop dues, they can apply to receive permission to organize additional money-earning activities.

Per GSUSA policy, when serving as Girl Scouts, girls may not solicit money for other organizations or promote or advertise another organization.

Note: If Girl Scouts are passionate about an organization, they are encouraged to support it through service projects or donating troop funds.

During your activity planning phase, check the following requirements for participation.

Troop activities must be age appropriate. Troops must participate in the Girl Scout Cookie Program to be approved for additional money earning. Exceptions will be made for troops formed after council-sponsored product programs. For approval, troop leaders must submit a completed Money-Earning Application (found at the end of this guide) to Customer Care (info@gsnwgl.org) three weeks before any money earning. Troops must have approval before beginning or advertising activities.

NOTE: Customer Care will note any United Way or grantor fundraising black-out dates when evaluating your application.

Review Volunteer Essentials Troop Finances for full details of the GSNWGL money-earning guidelines, sample activities, and how to facilitate girl-led planning.

Donations and Other Allocations

Girl Scouts of the Northwestern Great Lakes Donation Policy

Before being distributed to the troop, any monetary donations greater than \$100 must be accepted and recognized by the GSNWGL council in order to comply with IRS guidelines. This includes donations from:

- Foundations
- Corporations
- Government entities
- Individuals
- Employers

Donation amount	Distribution
\$100 or less	100% to the troop
\$101-\$500	50% to the troop 50% to the council
\$500+	\$250 to troop Remainder to the council
Volunteer hour reimbursement donations & High Award projects	100% to the troop

In-Kind Donations

An In-Kind Donation is a non-monetary donation. An in-kind donor can donate goods like food or computers, services, time and labor, or use of facilities or equipment at no cost.

Important: Prior to reaching out to businesses/civic groups, please complete the In-Kind Donor Solicitation Form (found at the end of this guide) so the Fund Development Department can approve it.

Approval will be granted within 7-10 business days.



In-Kind Donation Form

An In-Kind Donation is a voluntary contribution of goods or services received from a company, business, civic organization, or individual that can be used to advance the mission of Girl Scouts of the Northwestern Great Lakes, Inc.

If a troop or Service Area desires to solicit in-kind products, council approval is necessary prior to a troop or Service Area approaching any business or organization for contribution of a product.

This is for: Event Silver Award Gold Award Other: _____

Troop #: _____ Program Level: _____

Service Area: _____ Leader/Service Area Manager: _____

Name of Person Requesting Donation: _____

Address: _____ City/State/Zip: _____

Phone (Day): _____ Phone (Evening): _____ Email: _____

Name and Location of Organization/Business/Individual	Item Requested	Estimated Value	Item Use	Approved <i>(Internal Use Only)</i>	Not Approved <i>(Internal Use Only)</i>

Return completed form to:
 Girl Scouts of the Northwestern Great Lakes
ATTN: Fund Development Department
 4693 N Lynndale Drive,
 Appleton WI, 54913
 FAX: (920) 734-1304
 Email: info@gsnwgl.org

Fund Development Manager Signature: _____ **Date:** _____

Money-Earning Application

Troop and Service Area Money-Earning activities must meet GSUSA and Girl Scouts of the Northwestern Great Lakes policies, standards, and guidelines. This form must be completed at least three weeks prior to any proposed activity or advertisement. Our customer care team is available right away to assist with all of your inquiries! If needed, contact them at info@gsnwgl.org or 888.747.6945.

Troop #: _____ **Service Area:** _____ **# of girls participating:** _____

Troop level: Junior Cadette Senior Ambassador

**Please note: Daisy and Brownie troops may only participate in council-sponsored product sales.*

Leader's Name: _____ **Primary Phone:** _____

Address: _____ **City/State/Zip:** _____

Email: _____

Did this troop participate in the last Cookie Program? Yes No **Fall Product Program?** Yes No

Fundraising goal: \$ _____ Current troop account balance: \$ _____

Describe in detail how the additional funds will be used or why additional funds are needed (what event/trip/project):

Describe in detail the proposed fundraising activity and how girls will be involved in planning/carrying out the activity:

Does the Troop/Service Area plan to solicit in-kind donations? Yes No

Fundraising activity date(s): _____

Fundraising activity time(s): _____

Fundraising activity location: _____

If the adult coordinating the money-earning activity is different than the leader noted above, please fill in the information below:

Contact Name: _____ **Primary Phone:** _____

**This person must be a council-approved and registered adult.*

By signing this form, I confirm that our troop meets the requirements noted in the *Money-Earning Guidelines*, and will comply with all applicable *Safety Activity Checkpoints*.

Leader Signature: _____ **Date:** _____

Troop Donations Report

Any monetary donations greater than \$100 (or any donation requiring a tax letter) received on behalf of a Girl Scouts of the Northwestern Great Lakes (GSNWGL) Troop, Service Area, or individual must be accepted and recognized by GSNWGL for IRS purposes. Complete this form for any donation that needs to be accepted by GSNWGL. Donations and completed forms should be submitted to GSNWGL throughout the year as they are received; do not collect these items and submit them as a group at the end of the year.

Troop/Service Area Information

Name: _____ Position: _____

Address/City/State/Zip: _____

Troop #: _____ Program level: _____ Service Area: _____

Phone: Day: _____ Evening: _____

Email: _____

Donor Information

Name: _____ Title: _____

Organization/Company: _____

Address/City/State/Zip: _____

Phone: Day: _____ Fax: _____

Email: _____

Donation Information

Donation received by: Troop Service Area **Please include check*

Sent directly to the Girl Scouts of the Northwestern Great Lakes from: _____

Donation amount: \$ _____

To ensure proper handling of this donation, please make the appropriate selection below.

100% of donation refunded to Troop/Service Area

Reason: _____ (Donation less than \$100, volunteer hour reimbursement, High Award projects)

100% of donation to benefit Girl Scout programming through the council

50% of donation, not to exceed \$250, refunded to Troop/Service Area

Troop #:

OR Service Area:

Submit this form to:

Girl Scouts of the Northwestern Great Lakes

Mail: 4693 N Lynndale Dr., Appleton WI 54913

Email: info@gsnwgl.org

Fax: 920.734.1304

Within one month of receiving the donation, any refunds will be deposited into the troop or service area bank account.

*Please ensure you have an ACH form on file. *Keep a copy of this form for your records.*