



Girl Scouts®

Girl Scouts of the Chesapeake Bay Council, Inc.

Troop Money-Earning

Application Packet

Troops should be financed primarily by Troop dues and funds generated through participation in Council-Sponsored Product Sales Programs. When a Troop finds it necessary to supplement the Troop account through a Troop money-earning activity, it is necessary to become familiar with GSUSA and GSCBC, Inc., standards and guidelines before planning a money-earning activity. These activities are required to meet the needs and interests of the girls, they are to include girl planning, budgeting, and have parental permission.

Troop money-earning activities require written permission from the Service Unit Manager and/or the Program Coach.

Appropriate approval must be secured prior to conducting the activity.

Before undertaking supplemental money-earning activities, Troops must ensure that the following steps have been completed and incorporated into the planning process:

- The supplemental money-earning activity consists of a planned budget, and is goal-specific and grade level appropriate. Girls must understand why the funds are needed, be involved in the planning process, and carry out the activity in partnership with adults.
- The Troop Leader and girls have read, understood, and followed the attached guidelines.
- GSUSA's *Safety-Wise* standards and appropriate Activity Checkpoints have been reviewed and are incorporated in the planning process.
- The Troop has participated or made a commitment to participate in both Council-Sponsored Product Sales Programs (*Fall Product Sales and Cookie Programs*).
- Ensure the timing of the money-earning activity does not conflict with Council-Sponsored Product Sales Programs or local United Way/Fund campaigns.
- The Troop must prepare a budget and program plan for the money-earning activity, which includes their anticipated income and expenses to meet the needs of their program goal/activity. If the program goal/activity is long-range, the Troop should be able to show how girls have benefited from the program activities during the current program year.
- Completion of the money-earning activity application and the budget worksheet, must be forwarded to the Service Unit Manager and/or Program-Level Coach for written approval, at least three weeks prior to money-earning activity.
- After appropriate approvals are secured, ensure that each girl has written parental permission to participate. Participation for each girl must be voluntary.
- Following the completion of the money-earning activity, submit the Troop Money-Earning Activity Evaluation to the Service Unit Manager within two weeks.



Safety-Wise Standard 28: Activities Involving Money

Girl Scouts are financed by dues, money-earning activities, and a share of money earned through Council-Sponsored Product Sales activities.

"Troop money-earning" refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the Troop treasury. Girls should understand why the funds are needed and learn correct business procedures. These activities should be consistent with the goals and principles of the Girl Scout Program.

Safety-Wise Standard 29: Money-Earning Activities

Money-earning activities are valuable program activities for girls.

Troop Leaders obtain written approval from their Service Unit Manager and/or Program-Level Coaches before starting a Troop money-earning project by submitting a Troop Money-Earning Application and Budget Worksheet at least three weeks prior to the money-earning activity.

The number of money-earning projects may not exceed the amount of money needed to support Troop activities. The Troop determines the amount to be raised by preparing a Troop budget. Troop money-earning activities need to be suited to the ages and abilities of the girls and consistent with the goals and principles of Girl Scout Program. Review all procedure and equipment used to ensure that the activity is environmentally sound and the equipment is safe for all girls to use.

The sale or endorsements of commercial products, product demonstration parties, raffles, drawings, games of chance, and the direct solicitation of cash are examples of inappropriate money-earning activities.

Obtain the permission of a parent or guardian and make sure adults are present at all times when girls participate in money-earning activities outside their Troop meeting place.

Following the completion of the money-earning activity, complete and submit the Troop Money-Earning Activity Evaluation to the Service Unit Manager within two weeks.

It is recommended that Troops have no more than one additional money-earning activity.

Money-earning activities planned outside the geographic boundaries of the Service Unit in which the Troop is registered would have to be mutually agreed upon by the Service Teams of both Service Units.

Money-earning activities may not be conducted on the Internet.

The income from Troop money-earning activities never becomes the property of individual members – girls or adults.

When girls are planning Girl Scout Gold Award projects or special service projects that require funds beyond the Troop treasury, they develop a proposal that must be approved by the Council before individuals or community businesses are solicited. The girls and an adult make the presentations to potential founders.

All money-earning activities must be pre-approved by the Service Unit Manager and/or Program Coach.

Safety-Wise Standard 33: Fund Raising for Other Organizations

Girl Scouts in their Girl Scout capacities, may not solicit money for other organizations. Girl members may support other organizations through service projects or a donation from their Troop treasury.

Girl Scouts, in their capacity as Girl Scouts, may not raise or solicit money for other organizations or participate in walkathons or telethons or similar activities that raise funds for other organizations. However, girls may contribute a portion of their treasury to organizations or projects they consider worthwhile.



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Troop Money-Earning

Evaluation

Please fill out the following information and submit to the Service Unit Manager at least 3 weeks prior to money-earning activity.

Service Unit # _____ Troop # _____ Grade Level _____

Troop Leader _____

Address _____

City _____ State _____ Zip code _____

Day phone _____ Cell phone _____ E-mail _____

Description of Troop program goal/activity: (Sale of commercial products are not permitted)

Budget Information:

a. Funds (anticipated earnings from)

Fall Product Sales Program _____

Cookie Program _____

Dues _____

Previous money-earning _____

Parents/Girls _____

Other: _____

Total _____

b. Total projected expenses of trip or activity _____

c. Remaining funds needed (b-a) _____

Description of money-earning activity: (Complete budget worksheet) _____

Date and location of money-earning activity: _____

Agreement: We understand that this is a request for approval. We will not make final arrangements for money-earning activities until we have received approval. We will complete all necessary forms and return them to the Service Unit Manager at the appropriate time. We have read and agree to adhere to GSUSA and Council policies and standards. If during the planning process, significant changes occur in the information on this application, we will notify the Service Unit Manager.

Signature of Troop Leader _____ Date _____

Signature of Service Unit Manager _____ Date _____

Signature of Program-Level Coach _____ Date _____

Please complete and return money-earning evaluation within two weeks after money-earning activity is completed.

Money-earning evaluation was turned in on _____.





Description of planned activity _____

Income anticipated \$ _____

For example: For an event – number of planned participants x fee charged

For a product – price to be charged x number to be sold

Expenses anticipated

Supplies \$ _____

Site/janitorial fees \$ _____

Recognitions/patches \$ _____

Insurance \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

Total \$ _____

Profit (*funds less expenses*) \$ _____

Please tell us how girl planning and parental support was incorporated in money-earning plans.

Have you allowed sufficient time and resources to carry out the activity?





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Evaluation

Submit to the Service Unit Manager within two weeks after money-earning activity is completed.

Service Unit _____ Troop _____ Grade level _____

Troop Leader _____

Address _____

City _____ State _____ Zip code _____

Day phone _____ Cell phone _____ E-mail _____

Description of money-earning activity _____

Date of activity _____ Number of girls who participated _____

Location of activity _____

Amount of income \$ _____

Amount of expenses \$ _____

Amount of profit \$ _____

How did the girls benefit from this activity (*skills, values, knowledge*)? _____

Was the project suitable to the girls' ages and abilities? Explain why or why not? _____

If you did this money-earning activity again what would you:

Do the same:

Do differently:

Were you able to reach your program goal with the funds generated from this activity plus Council-Sponsored Sales Programs and Troop dues? If not, what are the plans to reach your program goal? _____

