

Service Unit money-earning" refers to activities organized by the Service Unit (not by GSCB) that are planned and carried out by girls and adults in the Service Unit who earn money for the Service Unit. These activities are required to meet the needs and interests of the girls. They are to include planning and budgeting. Service Unit money-earning activities require written permission from GSCB. **Appropriate approval must be secured prior to conducting the activity.**

Before undertaking Service Unit money-earning activities, Service Unit must become familiar with GSUSA and GSCB, standards and guidelines and ensure that the following steps have been completed and incorporated into the planning process:

- GSUSA's appropriate *Safety Activity Checkpoints* and Volunteer Essentials guidelines have been reviewed and are incorporated in the planning process.
- The Service Unit has participated or made a commitment to participate in both GSCB Sponsored Product Sales Programs (Fall Product Sales and Cookie Programs).
- Ensure the timing of the money-earning activity does not conflict with GSCB Sponsored Product Sales Programs or local United Ways/Fund campaigns.
- The Service Unit 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.
- The Service Unit money-earning activities need to be appropriate to the grade and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- Money earned is for Girl Scout activities and is not to be retained by individuals.
- Girl Scouts forbids the use of games of chance, the direct solicitation of cash, product-demonstration parties and the collection of restaurant proceeds.
- Funds acquired through Troop money-earning projects must be reported and accounted for by the Troop on their DCR.
- Completion of the money-earning activity application and the budget worksheet must be forwarded to GSCB for written approval, at least four weeks prior to the money-earning activity.
- Following the completion of the money-earning activity, submit the Service Unit Money-Earning Activity Evaluation to the Service Unit Manager within two weeks.
- Comply with State and local laws regulating sales by minors and food handling.
- The Service Unit money-earning activity must be limited to a definite period of time.

Girls' participation in Service Unit money-earning projects is based upon the following:

- Voluntary participation for each girl and written permission from each girl's parent/guardian.
- An understanding of (and ability to explain clearly to others) why the money is needed.
- Vigilance in protecting the personal safety of each girl.

Collaborating with Sponsors and Other Organizations

When collaborating with any other organization, keep these additional guidelines in mind:

- 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 walkathon or telethon while in uniform. You and your Troop can, however, support another organization through take-action projects or by making a donation from your Troop's account. Girl Scouts as individuals are able to participate in whatever events they choose, so long as they're not wearing anything that officially identifies them as "Girl Scouts."

- Steering clear of political fundraisers: When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your Troop 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.
- Being respectful when collaborating with religious organizations: Girl Scout Troops 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.
- Avoiding selling or endorsing commercial products: "Commercial products" are any product sold at retail price or a portion of the "fee" is given back. Since 1939, girls and volunteers have not been allowed to endorse, provide a testimonial for or sell such products.

Troop Money-Earning

Product sales are a great way for Service Units to earn the funds necessary for girls to participate in activities or travel. If income from the product sale isn't enough, however, girls have more options available to them. Building upon the following list of ideas, facilitate a Service Unit brainstorming session to determine how the Service Unit will earn money:

Entertainment:

- Talent show
- Flock of flamingos traveling yard décor

Food/Meal Events:

- Spaghetti dinner
- Pancake breakfast
- Lunch box auction (a prepared meal auctioned off)
- Bake sales
- Meals at volunteers' meetings
- Concession stand (racing events, sports events, concerts, dances, festivals, parades, camporee)
- Themed meals, like High Tea, Indian meal, Mexican dinner

Collections/Drives:

- Bottle and can recycling
- Cell phones for refurbishment
- Used ink cartridges turned in for money

Service(s):

- Service-a-thon (sponsor a girl doing volunteer or community service)
- Car wash
- Babysitting for holiday, special or council events
- Holiday activity/supervised crafts so parents can shop
- Shoveling snow
- Raking leaves, weeding, cutting grass
- Pet walking
- Gift-wrapping
- Cooking class or other specialty class
- Take photos and/or create greeting cards or calendars
- GSCB program event or badge workshop focused on a theme, girls provide the program and benefit from program fees

Specialty Products (creating a personalized note, ribbon or creative packaging customized by girls adds value to a product):

- Christmas trees
- Crafts (crochet, needlepoint, jewelry, ornaments)
- Yard or garage sale
- Books for resale
- Roses for Valentine's, Mother's, Grandparent's Day
- Soap and/or bath salts



Service Unit Money-Earning Activity Application

Please fill out the following information and submit to the Service Unit Manager at least 4 weeks prior to money-earning activity.

Date of Request _____ Date of Money-Earning Activity _____

Service Unit # _____ Service Unit Manager Name _____

Address _____

City _____ State _____ Zip Code _____

Day phone _____ Cell phone _____ Email _____

Type of Activity _____

Location of Activity (name, street, city, state) _____

_____ Times _____

Number of Money-earning Activities (including GSCB-sponsored) hold this year _____

Describe activity in detail _____

Describe what funds are to be used for _____

Amount of funds needed \$ _____ Expected Expenses \$ _____ Expected Earnings \$ _____

of girls in Service Unit _____ # involved in project _____ # of adults participating _____

How will girl planning be incorporated into this activity? _____

Current Financial Information

Service Unit Bank balance \$ _____

Estimated Service Unit income for remainder of year \$ _____

Estimated Service Unit income of this activity \$ _____

Total Service Unit cash on hand plus estimates \$ _____

We will adhere to GSCB standards on group money-earning activities.

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 GSCB at the appropriate time. We have read and agree to adhere to GSUSA and GSCB policies and standards. If during the planning process, significant changes occur in the information on this application, we will notify GSCB.

Signature of Service Unit Manager _____ Date _____

Signature of Service Unit Treasurer _____ Date _____

Signature of GSCB Membership Staff _____ Date _____



Service Unit Money-Earning Evaluation

Please complete the following information and submit to GSCB, 501 S. College Ave., Newark, DE 19713 within 30 days of your money-earning activity.

Service Unit # _____ Service Unit Manager Name _____

Address _____

City _____ State _____ Zip Code _____

Day phone _____ Cell phone _____ Email _____

Date of Money-Earning Activity _____ Describe activity _____

Location of activity (name, street, city, state) _____

Evaluate the Money-Earning Activity

Number of girls in Service Unit _____ Number of girls that participated in activity _____

What was the role of the girls in the activity? _____

Number of adults that participated _____

What was the role of the adults in the activity? _____

Did the Service Unit make their goal? Yes No

Was there a service component to this activity? Yes No

If yes, describe _____

What did the girls learn from their participation in this activity? _____

What was the girls' evaluation of the project? _____

Overall, was the activity successful? _____ Why or why not? _____

Funds Earned \$ _____ Expenses \$ _____ Net \$ _____

Signature of Service Unit Manager _____ Date _____

Signature of Service Unit Treasurer _____ Date _____

Girl Scouts of the Chesapeake Bay
T 302-456-7150 • F 302-456-7188 • www.gscb.org

