

### Money-Earning Project Application

All money-earning and fundraising methods employed by Girl Scout troops/groups must be in keeping with the principles for which the organization stands. (Refer to Leader's Digest, 2006 and Safety-Wise Program Standards 28 and 29)

4+ weeks in advance - Troop/Group or Service Unit/Cluster must submit application to the service unit team or volunteer support coordinator.

12+ weeks in advance - Council-wide promoted money-earning events must be approved by the council program manager.

Initial \_\_\_\_\_ I have read and agree to the Money-Earning Project Application Guidelines and the Financial Guidelines.

Application for:  Troop/Group  Service Unit  Cluster Troop/Group # \_\_\_\_\_ Service Unit/Cluster \_\_\_\_\_

Troop/Group Program Age Level:  Brownie  Junior  Cadette/Senior

Adult in charge: \_\_\_\_\_ Volunteer title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ [day] ( ) \_\_\_\_\_ [eve] ( ) \_\_\_\_\_ [cell] Email: \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

#### Treasury Information:

Current balance of treasury: Checking \$ _____ + Savings \$ _____ + Cash on hand \$ _____ = Total \$ _____	
Money-Earning Projects completed in current membership year (Oct. 1 – Sept. 30)	
Fall "Nut" Sales profit earned \$ _____	Cookie Sales profit earned \$ _____
Recycling profit earned \$ _____	
Additional Money-Earning projects: describe project(s) – Daisy (0); Brownie (1); Junior (2); Cadette/Senior (3 + additional upon approval)	
1. _____ profit earned \$ _____	3. _____ profit earned \$ _____
2. _____ profit earned \$ _____	4. _____ profit earned \$ _____

#### Money-Earning Project Information:

<b>Purpose:</b> Describe activity/event monies will be applied to _____ Date of Planned Activity: _____
<b>Description:</b> What is the project? _____ Targeted Customers: Girl Scouts <input type="checkbox"/> Daisy <input type="checkbox"/> Brownie <input type="checkbox"/> Junior <input type="checkbox"/> Cadette / Senior <input type="checkbox"/> Adult and/or <input type="checkbox"/> Public Date: _____ (projects are to be completed on a single date, unless otherwise approved. Separate applications are required for each project) Time: _____ Location: _____ Are local city/county permits required? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of advertisement: _____ (attach copy) Is additional insurance required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Skills:</b> What skills will girls develop? How does this relate to the Girl Program Goals (refer to application guidelines)? _____
<b>Projected profit:</b> Cost per girl \$ _____ x # of girls _____ = \$ _____ Cost per adult \$ _____ x # of adults _____ = \$ _____ Projected Income \$ _____ - Expenses \$ _____ = Profit \$ _____

<b>For Internal Use Only:</b>	Project is: approved _____ disapproved _____	comments: _____
Signature/Title _____	Approval date _____	

#### Evaluation:

Actual Income \$ _____ - Expenses \$ _____ = Total profit \$ _____
Actual Participation: # of girls _____ + # of adults _____ = Total participation _____
Was this a successful project? <input type="checkbox"/> Yes <input type="checkbox"/> No Why or why not? (attach additional sheet if needed)

\* Attach the pre-approved Money-Earning Project Application to your Annual Troop/Group Financial Report & Equipment Inventory.

Distribution: white, to volunteer support coordinator; yellow, to service unit treasurer; pink, to troop leader

## Money-Earning Project Application Guidelines

### Getting Started Checklist:

- All money-earning and fundraising methods employed by Girl Scout troops/groups must be in keeping with the principles for which the organization stands. (*Leader's Digest, 2006* and *Safety-Wise Program Standards 28 and 29*)
  - "Money-earning activities are valuable program activity for girls".
  - "Money-earning activities may not be conducted on the Internet".
  - "The income from group money-earning activities never becomes the property of individual members – girls or adults".**
- Troop/Group financial records must be up-to-date prior to submission of the *Money-Earning Project Application*
  - This includes: *Annual Troop/Group Financial Report & Equipment Inventory; Detailed Cash record; Bank Statement* and previously completed *Money-Earning Project Application*.
- Troop/Group has a bank account with a current *Bank Authority Form* on file with council.
- Troop/Group actively participates in the Council-sponsored Cookie Sales.
- Money-earning project is not being held during Council-sponsored product sales (i.e. Nut/Cookie Sales.)
- Money-earning project is scheduled for a single date, unless otherwise discussed with your volunteer support coordinator.
- Event Budget Worksheet* is completed and attached for approval.
- Flyer or announcement for the project follows council guidelines and are attached for approval.
- Local city/county permits are secured, if applicable.
- Additional Girl Scout insurance has been purchased, if applicable. This is required for attending non-Girl Scout members (i.e. siblings.)
- Event Safety Management Checklist* has been completed and reviewed with your service unit activity consultant.
- Money-earning project is age appropriate and includes girl planning.

### Approval Guide:

**4+ weeks in advance** - Troops/Groups must submit application to the service unit team or volunteer support coordinator.

Troop/Group Money-earning projects expected to net more than **\$250** require approval from the volunteer support coordinator.

**4+ weeks in advance** - All service unit and program cluster money-earning projects require approval from the volunteer support coordinator.

**12+ weeks in advance** - All Council-wide promoted money-earning events must be approved by the council program manager.

Approval must be received, in writing, **prior** to conducting any money-earning projects.

### Appropriate Money-Earning Projects (examples):

Workshops-Try-It, Badge, Camp skills, etc.	Car washes	Refreshment stand (no labeled product /resale)
Events-Daisy Day, Brownie Sports, etc.	Walking tours, Nature hikes	Back 2 School kits / Program in a box
Breakfasts, luncheons, 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
Child Care (refer to council guidelines)	Baked goods	Event photo booth

### Inappropriate Money-Earning Projects:

Games of Chance	Product Demonstrations	Sales generating profits for a specific business/company other than Girl Scouts
Raffles	Avon, Mary Kay, etc.	Krispy Kreme, M&M, Sees Candies, etc.
Auctions	Tupperware, Pampered Chef, etc.	Pizza Hut, Papa Johns, etc.
	Candle parties, home interiors, etc.	Catalog sales, Shopping Mall promotions

### Treasury Information:

An accounting of the troop/group treasury is required before the *Money-Earning Project Application* will be considered.

Maximum number of additional money-earning projects per year, **not** including Fall "Nut" Sales, Cookie Sales or Recycling.

- Daisy Girl Scouts (0) Brownie Girl Scouts (1) Junior Girl Scouts (2) Cadette/Senior Girl Scouts (3 + additional upon approval)

### Money-Earning Project Information:

Long term planning for activities/events must include all participating girls and must be financially attainable for all.

1. Activities/events relate to the Girl Scout Program Goals:

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/group girls and parents.

### Evaluation:

Report the actual amount of profits received.

Discuss challenges and successes with girls. Review Girl Scout Program Goals and how they were applied during the money-earning project.

Determine if the troop/group income/expense budgeting was on target. Attach the completed *Event Budget Worksheet*.