

GSSWT Standards: Money-Earning and Solicitation Checklist

*Adult initials required for approval. *

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| <hr/> | 1. The need for such funds is well established. |
| Initials | |
| <hr/> | 2. The girl/group must complete and submit a Money-Earning/Solicitation Form at least 6 weeks prior to the project for approval. This form is NOT required for the fall product or cookie program. |
| Initials | |
| <hr/> | 3. Troops without a bank account or those that do not have their troop bank account at a council-approved bank WILL NOT be allowed to participate in product programs; and hence, no other money-earning activities. Special circumstances will be handled on a case-by-case basis; contact the Product Program department. |
| Initials | |
| <hr/> | 4. Each girls' participation is voluntary and permission must be obtained in writing from a parent/guardian (p/g). P/Gs are responsible for any product ordered by a girl who participates in a money-earning activity. Groups should be sensitive to individual girls' beliefs, responsibilities, and ability to participate in money-earning or solicitation activities. Girl Scouts is an inclusive organization and every opportunity should be extended to allow each girl to support the project to the best of her ability. |
| Initials | |
| <hr/> | 5. If the money-earning or solicitation activity is of an ongoing nature, permission to continue the project must be renewed each year. |
| Initials | |
| <hr/> | 6. The activity needs to be suitable to the ages and abilities of the girls, planned and carried out by the girls and does not include direct solicitation of cash by girls or endorsement of a commercial product. |
| Initials | |
| <hr/> | 7. Paid advertisement to promote or publicize the event is prohibited. |
| Initials | |
| <hr/> | 8. All laws and ordinances for the area in which the project is to take place must be followed. |
| Initials | |
| <hr/> | 9. Money-earning or solicitation activities by adults through sales or events in the name of a Girl Scout troop/individual is not allowed. |
| Initials | |
| <hr/> | 10. Girls members are not allowed to make a direct solicitation for cash. Gifts of money may be accepted, but donations will not be tax deductible unless the funds are forwarded to the Development office of council; they will acknowledge the gift to the donor and then forward a check to the troop/individual for the donated amount. |
| Initials | |
| <hr/> | 11. There shall be no money-earning or solicitation activities during the fall product or cookie sales. |
| Initials | |
| <hr/> | 12. Troops/individuals as representatives of Girl Scouts shall not take part in actual fund-raising for other organizations. Troops/individuals may support other welfare organizations through service projects. If an individual or group of girls chooses to participate in fund-raising for other organizations, they are barred from wearing Girl Scout attire or representing Girl Scouts. However, girls may opt to donate a portion of their troop treasuries to organizations or projects that they consider worthwhile. |
| Initials | |
| <hr/> | 13. Money-earning or solicitation activities should be conducted in the name of the troop and monies earned are considered troop funds. These monies are never to be given to individual girls. Troop funds belong to the entire troop and decisions on utilization of these funds should be made through the troop's system of self-government. |
| Initials | |
| <hr/> | 14. Concession stands at various venues (e.g., Alamodome, Fiesta events) require volunteers to be 18 years of age. Since girls should actively participate in the money earning activity, concession stands are not appropriate. Product demonstration parties, raffles, drawings, games of chance and endorsement of commercial products are also inappropriate money-earning activities. |
| Initials | |
| <hr/> | 15. Girls working on higher level Girl Scout Silver Awards or Girl Scout Gold Awards may receive/conduct money-earning or solicitation activities to support their final project. Safety Activity Checkpoint guidelines must be reviewed and followed, an adult must be present at all times, and all monies received must be documented and used solely for the Girl Scout Silver Award or Girl Scout Gold Award project. |
| Initials | |



Troop #: _____

Adult Name: _____

Money-Earning/Solicitation Form

Troop Number: _____ Troop Leader/Adult Name: _____

Email Address: _____ Phone Number: _____

List all girls in troop:

Girl's Name	Contact Information

*Attach separate page(s) if needed

If for GS Higher Award:

Girls Name (if individual award): _____ Troop Number: _____

Email Address: _____ Phone Number: _____

Advisor/Leader Name: _____ Phone Number: _____

Section1-The Need

- What Girl Scout program or activity is this going to fund? Please describe in detail.

- How do you plan to fund your need? Select one option below.

Money-Earning

Activities organized by the group that are planned and carried out by girls (in partnership with adults) and that earn money for the group. (i.e. Girl Scout Leaders Experience travel, service projects, troop supplies and higher award projects)

Solicitation

Solicitation-Request for cash, goods or services to benefit the group. (i.e. proceed events at restaurants, in-kind goods or services)



Troop #: _____

Adult Name: _____

- Begin Date (for Money-Earning/Solicitation) _____ End Date _____
- How will the girls be involved? _____
- Who else will be involved in the activity? (At least two adults or one parent must be in attendance) _____

- Bank balance as of most recent statement. Date: _____ Balance: _____

Section 2-Money-Earning (If participating in a Solicitation only, skip Section 2 and continue to Section 3)

- Date(s) _____ Where will your activity take place? _____
- Do you have permission to be on site? Yes No
- Permission granted by (name & title)? _____
- Describe your proposed money-earning activity. _____

- What is your dollar goal? \$ _____ - \$ _____ = \$ _____
Income Expenses Dollar Goal

Section 3-Solicitation

- Describe your proposed solicitation activity. _____

List of Prospective Donors Name, address, zip code, company contact	Materials/Supplies/Goods/Services/Cash	Estimated dollar value

*Attach separate page(s) if needed



Troop #: _____

Adult Name: _____

- How do you plan to solicit these donations?
 - Letter Face to Face/ Presentation Phone Call/Email
- Do you need a solicitation letter on Girl Scout letterhead? Yes No
 - If yes, please provide the letter in an electronic Word document. Be sure to include the following information: purpose of solicitation, explanation of project, supplies needed and date of project.
- When do you need the solicitation letter on letterhead back from council? _____

*By signing below, you are acknowledging that you have read, understand and will comply with all money-earning/solicitation rules and procedures laid out in Volunteer Essentials (Chapter 5) and that all information on this form is true and accurate.

**If submitted electronically, you acknowledge by typing your name below.

Signature of Troop Leader/Adult: _____ Date: _____

If for GS Higher Award:

Signature of Girl Scout: _____ Date: _____

If for group activity, submit **completed** form to Troop Support via mail (811 N. Coker Loop, SAT 78216) fax (210) 349-2666, hand-delivery or email to customercare@girlscouts-swtx.org.

If for GS Higher Award, submit **completed** form to the Program department via mail (811 N. Coker Loop, SAT 78216) fax (210) 349-2666, hand-delivery or email to customercare@girlscouts-swtx.org.

****Incomplete forms will NOT be accepted.**

FOR STAFF USE ONLY

Troop Support: _____	Finance: _____	Development: _____
Product Program: _____	Program: _____	Case #: _____