



# Girl Scouts of Central and Western Massachusetts

www.gscwm.org

Worcester Leadership Center  
115 Century Drive, Worcester MA 01606  
(508)365-0115

Holyoke Leadership Center  
301 Kelly Way, Holyoke MA 01040  
(413)584-2602

## Request for Highest Award Money-Earning Activity

This form is to be used by girls working toward their Highest Award (Gold and Silver) who would like to hold money-earning activities in addition to the council-sponsored Fall Product and Cookie Sale Programs.+ A specific need for the additional income must be indicated on this form and approval must be received prior to holding the proposed money-earning activity. Please send this completed form to the Worcester Service Center (or drop off at any of our council service centers) **at least three weeks prior** to your proposed money-earning activity. **The form must be filled out completely in order to be considered.** To submit this form electronically, save the file to your computer then attach in an e-mail to Melanie Bonsu at [mbonsu@gscwm.org](mailto:mbonsu@gscwm.org) and [goldaward@gscwm.org](mailto:goldaward@gscwm.org) or [silveraward@gscwm.org](mailto:silveraward@gscwm.org).

Applicant's Full Name: \_\_\_\_\_ Highest Award Project Title: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Additional Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Troop Leader Name: \_\_\_\_\_ Troop Leader's Email: \_\_\_\_\_

What portion of your Highest Award does this support? \_\_\_\_\_

In order to qualify for additional Money Earning activities or requesting gifts in kind, girls must participate in council-sponsored activities for the qualifying year. Have you participated in the most recent Fall Product and Cookie Programs?

OYes ONo - If no, why not: \_\_\_\_\_

### Highest Award Project Budget Snapshot:

Total cost for planned your project: \$ \_\_\_\_\_ Estimated income for this  
Amount already saved for project: \$ \_\_\_\_\_ money-earning activity: \$ \_\_\_\_\_  
Difference (amount still needed): \$ \_\_\_\_\_

Description of Money-Earning Activity: \_\_\_\_\_

Date of activity: \_\_\_\_\_

Adult Chaperone leading activity: \_\_\_\_\_

Certified First Aider(s)\*: \_\_\_\_\_

Destination: \_\_\_\_\_ Destination Address: \_\_\_\_\_

Number of registered Girl Scouts participating in this activity (if you and a parent/guardian are not the only participants involved):

\_\_\_ Girls \_\_\_ Adults \_\_\_ Check here if not applicable

List other money-earning activities held/anticipated during the current (2013-2014) year:

Activity and Date: \_\_\_\_\_ Estimated Income: \$ \_\_\_\_\_

Activity and Date: \_\_\_\_\_ Estimated Income: \$ \_\_\_\_\_

\_\_\_\_\_  
(initial) I have checked *Volunteer Essentials* and the *Safety Activity Checkpoints* to ensure this activity meets all requirements (If this is a high risk activity, as listed in *Volunteer Essentials*, an Activity and Travel Form must be completed and attached).

\_\_\_\_\_  
(initial) A registered and CORI'd Girl Scout volunteer, who has completed appropriate training, is leading the girls in this activity (refer to *Volunteer Essentials* to review required trainings).

I have read *Volunteer Essentials* and *Money Earning 101*. The information provided above is true to the best of my knowledge.

Signature of Girl: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Troop Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Fund Development Approval: \_\_\_\_\_ Date: \_\_\_\_\_



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## Request for Highest Award Gifts in Kind Approval

Request for Highest Award Gifts in Kind may only be used by girls working toward their Highest Award (Gold and Silver Award) who would like to receive a Gift in Kind of *materials only*. Please send this completed form to the Worcester Service Center (or drop off at any of our council service centers) *at least three weeks prior* to your deadline to ask for materials. **The form must be filled out completely in order to be considered.** All companies or organizations that you intend to ask for gifts must be included on the list below. Permission must be granted to ask, you may not reach out to a company before you are approved. *To submit this form electronically, save the file to your computer then attach in an e-mail to Melanie Bonsu at [mbonsu@gscwm.org](mailto:mbonsu@gscwm.org) and [goldaward@gscwm.org](mailto:goldaward@gscwm.org) or [silveraward@gscwm.org](mailto:silveraward@gscwm.org).*

*It is suggested that three Money-Earning Activities are completed before you may submit a request for Gift in Kind.*

Please work with your Highest Award Project Advisor or Troop Leader to write a formal request letter, with the companies listed below as your intended recipient of the letter. Attach your letter to this request form for our review.

Applicant's Full Name: \_\_\_\_\_ Highest Award Project Title: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Additional Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Troop Leader Name: \_\_\_\_\_ Troop Leader's Email: \_\_\_\_\_

Description of Requested Materials: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List of Companies and Organizations you would like to ask (please included additional listing on separate paper if needed):

1. \_\_\_\_\_ (name of company) (city,state)  
 2. \_\_\_\_\_ (name of company) (city,state)  
 3. \_\_\_\_\_ (name of company) (city,state)  
 4. \_\_\_\_\_ (name of company) (city,state)  
 5. \_\_\_\_\_ (name of company) (city,state)

Once this request, along with your formal request letter as been received, please allow up to five business days for a response. If your request has been approved, you will receive a GSCWM cover letter and business envelopes to include with your formal request letters to each company. If approval cannot be granted we will notify you and your troop leader via email.

+ Supplemental money-earning activities cannot be conducted during council-sponsored product sale programs (i.e. Girl Scout Fall Product Sale and Girl Scout Cookie Sale) if they compete with these programs. Events such as car washes and pancake breakfasts are permitted.

\* A certified First Aider must be present at your money earning activity if there are other Girl Scouts assisting with the activity.