

Money-Earning Guidelines

COUNCIL PRODUCT PROGRAMS All Girl Scout members are encouraged to participate in the Council-sponsored Cookie and Fall Product Programs as these are designed to build 5 skills including: goal setting, decision making, money management, people skills and business ethics. Girl Scouts can use money earned from either of the Product Programs to fund a Girl Scout experience or project.

DEFINITION OF MONEY-EARNING “Money-earning activities” refer primarily to services carried out by girls and adults to provide additional funding for specific Girl Scout projects or experiences. Examples of money-earning activities include, but are not limited to, dog walking, pet sitting, leaf raking, babysitting, and bake sales.

MONEY-EARNING ACTIVITY BEST PRACTICES Troops/groups wishing to conduct money-earning activities in addition to participating in council-sponsored product program(s) must:

- Incorporate the Girl Scout Leadership Experience and Mission into the activity
- Have participated in or commit to participate the most recent Product Program (Cookie or Fall Product Program)
- Be approved by the designated council representative using the Council Money-Earning Project Request form (SU104)
- Not hold the money-earning activity at the same time as a Council Product Program period (dates published annually)
- Plan an age-appropriate and girl-led activity
- Not fundraise. A fundraising activity is the act of raising monetary donations which do not require a service to be performed. Examples of fundraising activities include, but are not limited to, selling candy bars, Krispy Kreme doughnut sale, creating a “go fund me” page,
- Report all donations with a \$250 value or greater to the council within 30 days of receipt. Please email a photocopy of the check to development@nccoastalpines.org or mail to the Raleigh Service Center c/o Development Office
- Not directly ask organizations or individuals for monetary donations

Neither girl nor adult members may participate in product demonstration parties, raffles, games of chance, or the sale of commercial products. All money-earning activities must also comply with GSUSA policies, local, state and federal laws regulating sales by minors, food handling, etc.

Please consult the *Volunteer Essentials Guide*, *Lead On* and *Safety Activity Checkpoints* for details on safety guidelines while planning and executing money-earning activities.

MONEY-EARNING ACTIVITY SUBMISSION PROCESS:

- Prior to submission of the Money-Earning Activity Request form the troop/group financial records need to be up-to-date. This list of financial records includes:
 - Annual Troop/Group Financial Report
 - Detailed Cash record
 - Bank Statement
- Prior to submission of the Money-Earning Activity Request form troop/group needs a bank account with a current Bank Authority Form on file with council.
- One month prior to money-earning activity, the Money-Earning Activity Request form needs completed, submitted, and approved in writing.
- One month prior to money-earning activity, the flyer for the activity follows council guidelines and needs to be approved as part of the Money-Earning Activity Request form.
- If applicable, six weeks before a money-earning activity, additional Girl Scout insurance needs purchased using the TP300 form. This is required if non-Girl Scout members (i.e. siblings) will attend/participate in the money-earning activity.

Questions about money-earning? Please email girlawards@nccoastalpines.org.

Money-Earning Activity Request Form

This form is to be completed by the troop co-leader at least **one month** before planned project.

Troop Leader Initials _____ I have read and agree to the Girl Scout Money-Earning Guidelines coversheet attached, Money-Earning Basics in Volunteer Essentials, and the Money-Earning Best Practices document.																		
Area/SU #:	Troop #:	Select Girl Scout Level:																
Co-Leader Name:								D		B		J		C		S		A
Co-Leader Phone #:						Co-Leader Email Address:												
Date of Application:						Date of Proposed Project:												
Project Location:						Number of Girls Involved:												
Money-earning activity filer is attached for review (please check): <input type="checkbox"/> Yes <input type="checkbox"/> No																		
Summary of Money-Earning Project:																		
For Service Unit Manager/Membership Director Only:																		
Please check: <input type="checkbox"/> Money Earning Project Approved <input type="checkbox"/> Needs Revisions*						*Please use this space to make suggestions for revision:												
Service Unit Manager Name:						Service Unit Manager Signature and Date:												
Membership Director Name (if applicable):						Service Unit Manager Signature (if applicable) and Date:												