

Girl Scouts San Diego  
**Money-Earning Project Application**

All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands (refer to [Volunteer Essentials](#)). Please read both sides of the application before making plans.

- **4+ weeks in advance:** troop/group must submit application to the service unit treasurer or finance support specialist (if over \$500). Service units and clusters, submit application directly to finance support specialist at [troopbanking@sdcgirlscouts.org](mailto:troopbanking@sdcgirlscouts.org).
- **Initial:** \_\_\_\_\_ I have read and agree to the *Money-Earning Project Application Guidelines*.

Application for: Troop/group \_\_\_\_\_ Service unit \_\_\_\_\_ Cluster \_\_\_\_\_ Troop/group # \_\_\_\_\_ Service unit/cluster \_\_\_\_\_  
 Troop/group program grade level: Daisy \_\_\_\_\_ Brownie \_\_\_\_\_ Junior \_\_\_\_\_ Cadette \_\_\_\_\_ Senior \_\_\_\_\_ Ambassador \_\_\_\_\_  
 Adult in charge: \_\_\_\_\_ Volunteer title: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ [best] ( ) \_\_\_\_\_ [alt.] Email: \_\_\_\_\_  
 Address \_\_\_\_\_ City, state, zip \_\_\_\_\_

**Treasury information**

**Current balance of treasury:** Bank account balance \$ \_\_\_\_\_ + Cash on hand \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_  
**Money-earning projects completed in current membership year (Oct. 1–Sept. 30):**  
 Fall Product Sales profit earned \$ \_\_\_\_\_ Cookie Sales profit earned \$ \_\_\_\_\_ Recycling profit earned \$ \_\_\_\_\_  
 Additional Money-Earning projects:  
 1. \_\_\_\_\_ profit earned \$ \_\_\_\_\_ 3. \_\_\_\_\_ profit earned \$ \_\_\_\_\_  
 2. \_\_\_\_\_ profit earned \$ \_\_\_\_\_ 4. \_\_\_\_\_ profit earned \$ \_\_\_\_\_

**Money-earning project information**

**Purpose:** Activity/event monies will be **applied** to \_\_\_\_\_ Date of planned activity: \_\_\_\_\_  
**Description:** What is the project? \_\_\_\_\_  
 Targeted customers: Girl Scouts \_\_\_\_\_ Daisies \_\_\_\_\_ Brownies \_\_\_\_\_ Juniors \_\_\_\_\_ Cadettes \_\_\_\_\_ Seniors \_\_\_\_\_ Ambassadors \_\_\_\_\_ Adults \_\_\_\_\_ Public \_\_\_\_\_  
 Date: \_\_\_\_\_ (Projects to be completed on a single date, unless otherwise approved. Separate applications required for each project.)  
 Time: \_\_\_\_\_ Location: \_\_\_\_\_ Are local city/county permits required? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Source of advertisement: \_\_\_\_\_ (attach copy) Is additional insurance required? Yes \_\_\_\_\_ No \_\_\_\_\_  
**Skills:** What skills will girls develop? How does this relate to the [National Program Portfolio](#) (refer to application guidelines)? \_\_\_\_\_  
**Projected profit:**  
 Cost per girl \$ \_\_\_\_\_ x Number of girls \_\_\_\_\_ = \$ \_\_\_\_\_  
 Cost per adult \$ \_\_\_\_\_ x Number of adults \_\_\_\_\_ = \$ \_\_\_\_\_  
 Projected income \$ \_\_\_\_\_ - expenses \$ \_\_\_\_\_ = profit \$ \_\_\_\_\_

**For SU team or Finance Support Specialist Use Only:** Project is: approved \_\_\_\_\_ disapproved \_\_\_\_\_ re-submit \_\_\_\_\_  
 Comments \_\_\_\_\_  
 Signature/title \_\_\_\_\_ Date \_\_\_\_\_

**Evaluation and final report**

Actual income \$ \_\_\_\_\_ - expenses \$ \_\_\_\_\_ = profit \$ \_\_\_\_\_  
 Actual participation: Number of girls \_\_\_\_\_ + Number of adults \_\_\_\_\_ = total participation \_\_\_\_\_  
 Was this a successful project? Yes \_\_\_\_\_ No \_\_\_\_\_ Why or why not? (attach additional sheet if needed) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Girl Scouts San Diego  
**Money-Earning Project Application Guidelines**

**Getting started checklist:**

- All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands. Remember these statements from [Volunteer Essentials](#):
  - o “Voluntary participation” with “written permission of each girl’s parent or guardian”
  - o Money-earning activities need to be “consistent with the principles of the GSLE” for a quality program experience
  - o **“Money earned is for Girl Scout activities and is not to be retained by individuals” whether girls or adults**
- Troop/group has a bank account with Wells Fargo Bank.
- Troop/group actively participates in the council-sponsored Product Programs (fall and cookie) in the same membership year.
- Money-earning project is not being held during council-sponsored product programs (i.e. fall and cookie product programs).
- Money-earning project is scheduled for a single date, unless otherwise discussed with your finance support specialist.
- Event Budget Worksheet* is completed and submitted to service unit treasurer for approval.
- Flyers or announcements for the project follow council guidelines and are attached for approval.
- Local city/county permits are secured, if applicable.
- Additional [Girl Scout insurance](#) has been purchased, if applicable (Required for attending non-Girl Scout members).
- Event Approval 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):**

- Troop/group must submit application to the service unit team; applications expected to net more than **\$500** require approval from the finance support specialist. All service unit or program cluster money-earning projects require approval from the finance support specialist email [troopbanking@sdgirlscouts.org](mailto:troopbanking@sdgirlscouts.org).
- Approval must be received, in writing, **prior** to conducting any money-earning projects. Allow at least 4 weeks for approval.

**Appropriate money-earning projects (examples):**

|  |  |  |
|--|--|--|
| Workshops (badge, camp skills, etc.)     | Service-a-thon (people sponsor a girl doing service; funds go to support trip) | Refreshment stand (no labeled product or resale) |
| Events (Daisy Day, Brownie Sports, etc.) | Walking tours, nature hikes  | Back 2 School kits / Program in a Box            |
| Breakfasts, lunches, 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                                 |
| Car wash                                 | Baked goods  | Event photo booth                                |
| Cell phone or ink cartridge collection   | Christmas tree recycling   |  |

**Inappropriate money-earning projects:**

- Games of chance, such as raffles, or contests
- Product demonstrations, such as Avon, Mary Kay, Tupperware, Pampered Chef, candle parties, etc.
- Sales generating profits for a specific company or business besides Girl Scouts, such as M&M, Krispy Kreme, See’s Candies, Pizza Hut, Papa John’s, Rubio’s or other restaurants, catalog sales, mall promotions, etc.
- Funds may not be collected or raised in order to benefit other organizations or non-profits.

**Treasury information:**

- Troop financial records must be up-to-date prior to submission of the *Money-Earning Project Application*. This includes submission of: *Annual Financial Report and required attachments; Financial Tracking Worksheet and April bank statement*.
- Maximum number of additional money-earning projects per year, **not** including fall product sales, cookie sales or recycling: Kindergarten Daisies: 0; first grade Daisies: 1; Brownies: 1; Juniors: 2; Cadettes and older: 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. Activities/events relate to the Girl Scout National Program Portfolio:
  - 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 girls and parents.

**Evaluation:**

- Report the actual amount of income received. Submit the final copy of this form with the year-end annual financial report.
- Discuss challenges and successes with girls. Review Girl Scout National Program Portfolio and how it applied during the money-earning project. What did they discover? With whom did they connect? How did they take action?
- Determine if the troop income/expense budgeting was on target. Attach the completed *Event Budget Worksheet*.