# Service Unit SHARE Coordinator

## A Self-Paced Training



August 2014

**Service Unit SHARE Coordinator**

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***Service Unit SHARE Coordinator***

Thank you for volunteering to fill this important position on your service team. This course will prepare you for your role as the service unit SHARE coordinator.

#### COURSE OBJECTIVES

After completing this training, you should be able to:

* Create an SHARE plan for your service unit.
* Explain the importance of SHARE to the leaders in your service unit.
* Ensure that the service unit team sets a goal for SHARE for the SHARE year.
* Assist the council in conducting an SHARE Campaign.

##### HOW TO USE THIS TRAINING PACKAGE

This training is designed to be completed at your own pace, however, you will be given credit for two hours class time. The training package is yours to keep and you may wish to use it as a reference. As you work through the booklet, you will find instructions to locate a page in the appendix of reference pages or accompanying information. Those pages will be referred to as you work through the next section of the booklet.

You will be considered to have completed this course when the evaluation/ registration page and the self-assurance questionnaire have been properly filled out and received by the volunteer development secretary at the Girl Scout office, and the information is entered into the council’s computer. A record of completed training is sent to your service unit monthly. You may mail or deliver the completed registration and self-assurance page(s) to:

Fund Development Administrator

Girl Scouts San Diego

1231 Upas Street

San Diego, CA 92103

Thanks for volunteering to help ensure a successful SHARE campaign for your service unit. Your job as SHARE coordinator is an administrative position on your service unit team. Take a few minutes to review your position description in the REFERENCE PAGES now.

Your position is divided into three areas of responsibility: Administration; Marketing; and Volunteer Management. Let’s look at them one at a time.

### Administration

One very important task for each service unit is to set an SHARE goal. You will help your service unit to establish this goal. This goal is useful for you as you plan your activities for the year and for the council as we put together our budget and plan council activities and programs. You will decide on a goal when your service unit is planning their upcoming membership year. The dollar amount should be turned into your council membership staff by October 15th.

One way to help you determine what your goal might be is to review how much your service unit was able to raise in last year’s SHARE campaign. This number can be found on your service unit goal sheet which you will receive from your volunteer support coordinator. You might want to stretch your service unit a little and add a percentage or two to this number for this year’s goal.

A part of setting your service unit dollar goal is to determine how you will provide every parent in your service unit with the opportunity to participate in

SHARE. If possible, you will help each troop leader to establish a troop SHARE goal. Keep an updated roster of the troop goals in your service unit. You can use any system that works for you or use the sample provided in your REFERENCE PAGES.

The Service Unit SHARE Report (REFERENCE PAGE) is to be used to keep track of the troop SHARE. As the troop leaders report their contributions to you, record and turn into council by June 30th. Some parents and troop leaders will turn their contributions in directly to the council. Council records these contributions and credits them to the service unit goal.

### Marketing

Part of your responsibility will be to educate your service unit team members and the leaders and parents in your service unit about SHARE. There is a Questions and Answers sheet included in your REFERENCE PAGES that will help you when you make your presentations. You might wish to copy this page and give it as a handout.

Plan on inviting all the parents to at least one SHARE meeting or activity in your service unit. This is a great way to get this message out. Participation increases awareness and involvement in all aspects of Girl Scouting. How you decide to present SHARE to parents can help you set your goal.

Twice a year you will make an SHARE presentation at a service unit meeting to educate new leaders on the importance of SHARE and to remind continuing leaders of this vital part of our council’s overall fund development efforts.

**SHARE Presentation Board** - You can create a service unit SHARE presentation board to assist you with presentations. You or someone in your service unit is asked to keep this board and make it available for leaders to check out for their parent presentations.

**Special Events** - Your service unit may conduct a special event for SHARE, however, we ask that you encourage your parents to give to SHARE through the giving envelopes, found in the SHARE packets, that are distributed by the leaders. These can be given out in a number of different ways. Some suggestions:

Parent meeting

Troop newsletter

Troop activity

Service unit activity

If your service unit chooses to conduct a special event for SHARE, please use the guidelines provided in Money Management in the Girl Scout Troop and Group/Financial Guidelines, under the Service Unit and Program Cluster Financial Reporting section (REFERENCE PAGES).

In addition to the guidelines provided, we require that you also adhere to the following procedures when conducting a service unit fundraising event:

• Never solicit money

• If you request a gift-in-kind item (contributions of products or services), remain within your community. This includes auction items.

• Service units should budget and plan to spend their money within a single membership year for the benefit of girls within that service unit.

• Always send a thank you letter or card from your service unit.

*All troop-earning activities procedures and guidelines are also found in the REFERENCE PAGES under Financial Guidelines.*

### Volunteer Management

After you have assisted the leaders to understand the importance of the SHARE campaign, you will need to train them on how to conduct their troop campaign.

**Setting their SHARE goals**

The value of setting a SHARE goal and suggestions on ways to present those goals to the leaders/parents.

**Provide a beautiful example of the benefits of Girl Scouting**

An actual example letter written by a Girl Scout leader that other leaders may wish to share with their parents.

**Girl Scout FACTS at a Glance**

Facts about Girl Scouts San Diego-Imperial Council that will give leaders a background for most questions that might be raised by parents.

**Frequently Asked Questions About Sponsorships and Donations**

Along with the previous document, this one may give answers to the most frequently asked questions about sponsorships and donations to the troop.

**Recognitions**

There are recognitions for those who donate during the SHARE campaign. These recognitions are outlined in the SHARE recognitions section of the booklet. These recognitions change every year. You can receive samples of all recognition items at anytime by calling the Fund Development Department.

Council distributes the recognitions as the contributions come in. Some SHARE coordinators prefer to distribute these recognitions to the leaders at a service unit meeting for them to pass on to their parents. If the recognitions are distributed by the SHARE coordinator or troop leaders, please indicate in the “Rec’d Recognition Items” box so the council will not send an item out directly. Recognition items can be picked up by the SHARE coordinator in the fund development department at the Girl Scout office.

Please return any unused recognition items to the fund development department at the end of the campaign.

***Thank you for volunteering for Girl Scouting!***

**Reference Page**

Girl Scouts San Diego

**Position Description**

**Title:** **Service Unit SHARE Coordinator**

**Term:** One year appointment; may be reappointed annually by service unit manager and or/volunteer support coordinator.

**Accountable to:** Service unit manager, volunteer support coordinator, and council fund development staff

**Function**: To help volunteers and parents understand the importance of the SHARE campaign, and to assist council in conducting the SHARE campaign

**Tasks/**

**accountabilities** **Administration**

* Ensure that service unit team sets a goal for SHARE by October 15
* Maintain updated roster of troop SHARE coordinators in service unit
* Return unused recognition items to council at end of campaign
* Follow Girl Scout procedures and guidelines

**Marketing**

* Set example by making a gift to SHARE
* Serve as a participating member of the service unit team to ensure that the SHARE program is effectively presented to all Girl Scout parents and volunteers
* Make an SHARE presentation to troop leaders about the importance of

supporting Girl Scouts financially at least two times during the membership year

**Volunteer management**

* Provide training for troop SHARE coordinators, including distribution of SHARE materials
* Regularly contact and support troop SHARE coordinators to monitor progress of campaign
* Assist service unit team in recruiting successor, if needed

**Training**: Take Service Unit SHARE Self-Paced Training course

**Qualifications:** **People skills**

* Communicate well with individuals and groups
* Possess maturity of judgment
* Ability to work with a culturally diverse population

**Commitment**

* Subscribe to the principles/purpose of Girl Scouting and become a registered member

Girl Scouts San Diego.

**Reference Page**

Troop Leader Roster

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| --- | --- | --- | --- | --- | --- |
| **Troop #** | **Leader** | **Address** | **Telephone** |  |  |
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**Note:** Last two columns may be used to track items specified by SHARE coordinator.

**Girl Scouts, San Diego-Imperial Council, Inc.**

**Reference Page**

# Service Unit SHARE Report Form

|  |  |  |
| --- | --- | --- |
| Service Unit Name |  | |
| Service Unit Manager | |  |

***Instructions:***

* Collect gifts/contributions in small envelopes provided.
* Fill out all information for each contribution received. Remember to include gifts that you know have been made during the eligible period (September 1, to June 30). **Final deadline to turn in contributions is June 30,** deliver or mail contributions to Balboa Service Center, or to the address below.
* Distribute recognition items if appropriate.

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| --- | --- | --- | --- |
| Troop Leader | **Troop #** | **Address** | **Amount** |
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|  |  | **Total:** |  |

Girls Scouts San Diego

1231 Upas Street, San Diego, CA 92103

ATTN: Fund Development

**Frequently Asked Questions About**

# Sponsorships And Donations To Your Troops

**Reference Page**

**1. Donations of cash to troops and service units - are they tax deductible?**

As stated in GSUSA’s *Financial Management Beyond Council Doors*, “while donations to units (troops, groups, areas) may be claimed as tax deductible charity gifts by the donor, an informed donor will seek the rights and protections of substantiation for the charitable gift and therefore will seek the legal holder of the 501(c)3 determination by making the gift directly to the council.”

This means that while a donor may choose to make a cash gift to a troop or service unit, this most likely would not hold up as tax deductible in an audit, and therefore should be actively discouraged to protect the integrity of the donor and of the council.

**2. Are troops/service units allowed to solicit money from businesses or individuals?**

**Definitely not**. This is stated very clearly in Troop/Group Management and our Financial Guidelines. Even in the case of company matching gift programs, this is not allowed.

**3. My service unit is having an event - what is the procedure for requesting gifts in kind?**

Gifts in kind (contributions of products or services) may be requested by individual troops, groups, or service units from **neighborhood businesses**. A special gift in kind form is not needed here, due to the fact that the gift is being made to the service unit or troop and not to the council and should be of minimal value. We encourage troops and service units to provide thank you notes from the girls.

**4. My troop wants to use cookie money to support SHARE - is that okay?**

This is the girls’ money, and is intended for their use. While the purpose of SHARE is to generate financial support for Girl Scouts from **adults**, not girls, we want to encourage girls to be philanthropic. If this is how they choose to spend their hard earned funds than it is okay.

**5. My troop wants to seek a sponsorship - how do we do this?**

You may request use of meeting space, donation of materials or supplies, or volunteer assistance from local companies. A sponsorship form and recognition certificate is available from your Girl Scout volunteer support coordinator for this purpose. Please keep in mind that this kind of sponsorship is meant to provide meeting space, materials, etc., **not a financial contribution**.

**6. My troop wants to have a raffle - is that ok?**

As stated in Troop/Group Management, this is not okay. However, you can host an opportunity drawing

**7. Do we have to have an event to raise money for SHARE?**

Special events, such as She and Me/He and Me events, Lip Synchs, Hoedowns, etc., can be fun and fund raisers for a service unit. We do not encourage these events solely as SHARE activities. We do encourage troop leaders and service unit team members to make an SHARE presentation for contributions made by families to support Girl Scouting at events where parents are present or during registration. For information regarding troop/group fund raising events, please contact your volunteer support coordinator.

Thank you for your support of SHARE. For more information, please contact the Fund Development Office at (619) 610-0705 or (619) 610-0735.

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**Questions And Answers (Q’s and A’s)**

**About SHARE**

**Reference Page**

**Q. What is SHARE and why is it important?**

A. SHARE is an organized, council-wide request for much-needed financial support from parents of registered Girl Scouts. It is a way for all parents to tangibly express their belief in the value of Girl Scouting, to feel part of the council and to make a difference.

**Q. How much should I give?**

A. It costs our council about $365.00 per girl per year to provide the entire Girl Scout program. We offer incentives for gifts at $25 and above levels. To make it as easy as possible for you to support Girl Scouts, we are happy to accept pledges of $25.00 or more. We are happy to accept VISA, MasterCard, American Express, or Discover, or we can even bill you quarterly.

**Q. We spend our time helping our daughter sell cookies. Why isn’t that enough to help the council with expenses?**

A. We appreciate all of your efforts. While the cookie sale is very important to supporting our council and provides approximately **70%** of our council’s annual revenue, we cannot and should not rely so heavily on just one source of funding. As we seek funding to provide Girl Scout program for more and more girls each year, we cannot expect the girls to keep selling more and more products. As adults, it is our responsibility to help support the funding of Girl Scouting.

**Q. For a parent, Girl Scouting already costs so much - troop dues, uniforms, events!**

A. The basic expense of Girl Scouts includes the $15 membership fee, troop dues, and whatever uniform the troop decides that it would like to have. Program activities and events do carry a fee, but keep in mind that the fee only covers direct costs of providing the program. Our council subsidizes the indirect costs of program planning, volunteer training, and all other costs that are incurred in providing these programs for your daughter.

**Q. Where does SHARE money go?**

A. All monies contributed to SHARE are part of the council’s operating budget which provides for all programs and services, maintenance of camp and program properties, training and publications for adult volunteers, and development of new council programs. Nearly **82%** of our council’s operating budget goes toward programs and services for girls and adults.

**Q. What if I am not able to give at this time?**

A. We understand that some families are not able to support SHARE at this time, and it is not required for your daughter to participate in Girl Scouts. However, we hope that in the future you will be able to consider a gift to help support the programs which benefit your daughter so much.

-over-

**Q. I give to Girl Scouts through United Way and/or CFC. Does that count as participation in SHARE?**

A. Yes. We greatly appreciate your contributions through United Way and CFC (Combined Federal Campaign). As long as you **designate your gift to Girl Scouts using code # 6310**, your gift will be counted toward your daughter’s service unit’s goal - we use your daughter’s troop number to track the gift. CFC donors will receive a letter from council fund development staff in the Spring asking for you to contact us with the amount of your gift and your daughter’s troop number - the CFC office does not supply us with that information. **Please be aware that we do not receive notification of United Way and CFC gifts made to Girl Scouts until well after you have made your gift (usually at least five-eight months); we apologize for the delay in recognizing your gifts**.

**Q. Why doesn’t the council keep part of the Girl Scout national membership dues?**

A. The local councils cannot keep any part of national membership dues. All membership dues go directly to Girl Scouts of the USA in New York for insurance coverage for members.

**Q. Do you actively seek contributions from foundations, community groups and corporations?**

A. Yes. Our fund development office works hard to seek support from our community. We raise funds from foundations and corporations. We also seek funds from community groups, our staff, board members, and other individuals in the community to support Girl Scouting.

Many corporations and foundations look for organizations who can show strong support from their membership before they will make a donation. It is important that our families show their support to help us continue raising outside funds.

**Q. I already give my time as a volunteer to Girl Scouts. Why should I give to SHARE?**

A. Your gift of volunteer time is Girl Scouting’s most valuable asset. Your additional support through SHARE will ensure that our program for girls is financially secure and continues to be there for every girl who wants to be a Girl Scout.

**Q. As a leader, I already spend a lot of my own money for our troop. I just cannot give to SHARE too.**

A. Troop leaders should not have to support troop program with their own money. The troop should be budgeting for its own expenses, using product sales income, income from other money-earning projects, and troop dues to cover expenses.

**For more information, please contact the Fund Development Department at (619) 610-0705 or (619) 610-0735.**

Girl Scouts San Diego

**Reference Page**

**Money Management in the Girl Scout Troop and Group**

Message to the Girl Scout Leader:

Thank you for being a leader of girls in the Girl Scout program. You are very influential in the life of every girl in your troop. One aspect of the Girl Scout program is the relationship between the girls and their leaders to learn to make decisions and plan their activities. A part of this planning is how to pay for the planned event or activity.

As girls grow, experience in Girl Scouting can help them learn to manage money wisely,

understanding its value and developing habits of thrift, honesty and self-reliance. As you consider troop/group finances from the standpoint of the girl, remember to:

* Help girls realize that some troop/group activities cost money while others do not; talk with them about costs in relation to plans.
* Be aware of the economic situation of the girls’ families in order to set dues and costs at a

figure everyone can afford.

* Help girls learn how to handle money through banking, shopping and record keeping.
* Work with girls to plan how to earn money to cover the costs of their plans.

These financial guidelines have been developed by a group of volunteers and staff to help you

carry out your responsibilities for the girls’ money, while helping them plan and conduct activities that are appropriate for their age, capabilities, and financial resources. Please become familiar with all the resources available to you, and conduct the troop/group’s business accordingly. This is an opportunity for you to role model financial literacy and responsibility. We trust that you will embrace the challenge of handling girls’ hard-earned money and your troop/group’s finances. We appreciate your commitment to Girl Scouts and helping to build girls of courage, confidence and character.

If you have questions, please discuss them with your service unit treasurer or volunteer support

coordinator.

Your volunteer support coordinator may be reached by calling the Balboa Service Center at

(619) 298-8391

**Reference Page**

**Troop/Group Financial Guidelines**

## Financial Forms – available in council resource centers and online at www.girlscoutssdi.org

* *Troop Attendance and Dues Record*
* *Detailed Cash Record for Troops/Groups*
* *Opportunity Fund Request* (request for financial assistance)
* *Money-Earning Project Application*
* *Event Budget Worksheet*
* *Event Approval Checklist* (includes the safety and risk management checklist)
* *Annual Troop/Group Financial Report & Equipment Inventory*
* *Troop/Group Disbandment Report & Treasurer Worksheet*
* *Bank Authority Form*
* *Bank Letter* (W-9 includes Girl Scout Federal Tax ID #)

## Record Keeping

1. Any person handling money, writing or signing checks or handling bank accounts and records must be a currently registered member of Girl Scouts of the USA and have submitted a background check, reference check and signed volunteer agreement.
2. Leaders or troop/group treasurers must keep up-to-date, accurate records of all monies received and spent, including receipts and copies of the troop/group checkbook register and bank statements.
3. Troop/group members, parents, girls, service unit managers, service unit treasurers and Girl Scout personnel have the right to review all financial records upon request.
4. Troop/group financial records, including receipts, are to be kept by troop/group leader for a period of **4 years**.
5. Troops/groups/individuals **sponsoring a service unit event** must account for all income and expenses through the service unit account **not** a troop/group account.
6. Troops/groups/individuals **sponsoring an activity/event** must review the safety and risk management checklist.

## Troop/Group Budgeting

1. Activities/events must relate to 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.

1. Long term planning for activities/events must include all participating girls and be financially attainable by all. The girls must decide in advance how to handle situations where a girl joins late or just before the special activity/event.
2. When setting dues and planning activities, the leader should be sensitive to the financial circumstances of all members and be affordable for the smallest pocketbook in the group.
3. Troops/groups should budget and plan to spend their money within a single membership year for the benefit of girls within that troop/group. Carry-over funds may be budgeted for the start of their new membership year.
4. If balance **exceeds $500** on their year-end financial report leader must report troop/group plans, such as trips or special events.
5. Troop/group dues, along with money earned during the council-sponsored cookie program and nut sales, should provide most of the money necessary for the troop/group’s program.
6. Dues should be collected in the amount and at the interval determined by each troop/group (e.g., 50¢-$2 per meeting.)
7. Money within a troop/group belongs to the troop/group as a whole and is never the property of individual girls; separate girl accounts are not permitted.

## Bank Accounts

1. Troops/groups with funds in excess of **$50** must have a bank account for the purpose of safeguarding funds.
2. Troops/groups (including Daisy troops) receiving “start-up” fees and/or donations from parents/troop members must open a bank account once they have accumulated $50. Start-up fees and donations are recorded as income on the *Detailed Cash Record*.
3. Funds are to be deposited in a troop/group bank account and not into a personal account.
4. Bank accounts will be opened with the name “Troop/Group # \_\_\_\_\_, Girl Scouts, San Diego-Imperial Council, Inc.”
5. Leader or troop treasurer personal address is to be used for bank statement mailing.
6. Bank accounts will use the council tax identification number. W-9 forms are available from the council.
7. Bank accounts must have at least three non-related authorized signers. Signers must be registered Girl Scout members and have submitted a background check, reference check and signed volunteer agreement form.
   1. Troop/group leader
   2. Troop/group co-leader or treasurer
   3. One designated service unit team member, usually the service unit treasurer.
8. Troop/group must submit a current *Bank Authority Form* to their service unit treasurer.
9. Your service unit treasurer will forward the white copy of the *Bank Authority Form* to your volunteer support coordinator to be retained for auditing purposes.
10. **When there is a change in the authorized signers** on the bank account a new, updated form must be submitted.
11. If no changes exist from the previous year’s *Bank Authority Form,* a troop/group needs only to confirm with their service unit treasurer that the form on file is still current.
12. Troop/group must have a bank account before participating in the council-sponsored product sales (e.g., cookies/nuts). Refer to the product sales guidelines for further information.

## Financial Reporting

* Failure to submit completed financial report to your service unit treasurer could result in the troop/group account being frozen or closed until financial report is submitted.
* Leader reappointment depends upon receipt and approval of financial reports.

## Detailed Cash Record

The *Detailed Cash Record* is a detailed accounting of all troop/group income and expense transactions.

1. Troop/group leader or treasurer is responsible for keeping an up-to-date, accurate and detailed account of the troop/group income and expenditures.
2. The *Detailed Cash Record* is due to the service unit treasurer by June 15th of each year.
3. Your service unit treasurer will forward the white copy of the *Detailed Cash Record* to your volunteer support coordinator to be retained for auditing purposes.

## Annual Troop/Group Financial Report & Equipment Inventory

The *Annual Troop/Group Financial Report & Equipment Inventory* is a summary of the troop/group financial information, including bank account information, total income, total expenses, total account balance, equipment inventory and troop status.

1. Troop/group leader is responsible for reporting and maintaining all troop/group equipment and supplies.
2. Your service unit treasurer will forward the white copy of the *Annual Troop/Group Financial Report & Equipment Inventory* to your volunteer support coordinator to be retained for auditing purposes.
3. When submitting the *Annual Troop/Group Financial Report & Equipment Inventory* attach two copies of the following:
   * *Detailed Cash Record* or similar computer generated report
   * *Bank Statement* (your troop’s most recent, reconciled statement)
   * If applicable: *Money-Earning Project Application*
   * If applicable: *Troop/Group Disbandment Report & Treasurer Worksheet*
4. The *Annual Troop/Group Financial Report & Equipment Inventory* must be submitted to your service unit treasurer by June 15th of each year.
5. Troops/groups disbanding June 15th – September 30th must submit a *Troop/Group Disbandment Report & Treasurer Worksheet* to your service unit treasurer no later than September 30th of the current membership year.

## Troop/Group Money-Earning Project

“Troop/group money earning” refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the group treasury. “Council-sponsored product sale activities” are council-wide sales of authorized products, such as Girl Scout cookies or nuts, in which groups participate. The funds are for Girl Scout activities and are not to be retained by individuals as their property. (Safety-Wise, Standard 28)

1. Troop/group must participate in the annual Cookie Program before approval for an additional money-earning project will be considered.
2. Troop/group money-earning projects are not held during Council-sponsored sales (i.e. Fall Nut Sales/Cookie Program.)
3. Troop/group may be given approval from the service unit team or volunteer support coordinator for an additional money-earning project, each membership year, as necessary to support program appropriate to the ages and experience of the girls.

* **Kindergarten Daisy Girl Scouts –** refer to your volunteer support coordinator for guidelines on money earning projects. All money transactions occur between the troop leader and the parents. Parents may be asked to contribute a certain sum to cover troop expenses, although program expenses at this level should be minimal.
* **First Grade Daisy Girl Scouts – one** money earning project in addition to Fall Nut Sales, Cookie Program and Recycling.
* **Brownie Girl Scouts – one** money-earning project in addition to Fall Nut Sales, Cookie Program and Recycling.
* **Junior Girl Scouts – two** money-earning projects in addition to Fall Nut Sales, Cookie Program and Recycling.
* **Cadette/Senior Girl Scouts – three** money-earning projects in addition to Fall Nut Sales, Cookie Program and Recycling. To go beyond the three additional money-earning projects, Cadette/Senior Girl Scouts must participate in the Fall Nut Sale and Cookie Program.

1. For any large group activity an *Event Approval Checklist* must be completed and submitted with the *Money-Earning Project Application* prior to conducting the project.
2. For any large group activity an *Event Budget Worksheet* must be completed and submitted with the *Money-Earning* *Project Application* prior to conducting the project.
3. A *Money-Earning Project Application* must be submitted and approved, in writing, prior to conducting project.

* **4+ weeks in advance –** Troops/groups must submit application to the service unit team for approval**.**

Projects expected to exceed $250 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.

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

* Workshops (e.g., Try-It, Badge, Camp skills, Bridging)
* Events (e.g., Songfest, Daisy Day, Sports/Olympics, Teas, Dance)
* Putting on a play, show, concert
* Homemade bake sale/craft sale
* Car wash, yard work, babysitting
* Walking Tour, Nature Hike
* Troop/Group “own” cookbook

1. **Inappropriate** money-earning projects

* Sales generating profits for a specific business/company other than Girl Scouts (e.g., candy, pizza, bakery goods, catalog sales, shopping mall promotions)
* Door-to-door sales (except council-sponsored product sales)
* Gambling or games of chance such as raffles and auctions.
* Product demonstrations/commercial parties involving direct sales (e.g., cosmetic, jewelry, kitchenware, home interior, scrap booking)
* Direct solicitation of money
* Money-earning activities on the Internet

## Girl Scout Council-Sponsored Product Sales (Nuts/Cookies)

Council product sale participation contributes to the growth and development of the organization by providing funding for girl programs, leader resources and the maintenance of Girl Scout properties and camps.

1. **All** girls participating in council-sponsored product sales must be currently registered members of Girl Scouts, San Diego-Imperial Council, Inc.
2. All troops/groups are encouraged to participate in the council-sponsored product sales. Kindergarten Daisy Girl Scouts have limited participation; refer to product sales guidelines for further information.
3. Additional money-earning projects will be approved only for those troops/groups participating in the **Cookie Program**.
4. Fall-Sale products (nuts) are ordered through the council and offered as a means for troops/groups to earn money.
5. All troops/groups, except Kindergarten Daisy Girl Scouts, are encouraged to participate in the council-sponsored Fall Nut Sale.
6. Money within a troop/group belongs to the troop/group as a whole and is never the property of individual girls. Thus, troop/groups may not have individual girl accounts based on her earned proceeds.
7. Independent/Juliette Girl Scouts may participate in council-sponsored product sales. Reference product sales guidelines.

## Fundraising for other Organizations

All fundraising methods employed by Girl Scout troop/group must be in keeping with the principles for which the organization stands (national policy, *Leaders Digest 2006*)

1. Girl Scouts troop/group (or individuals representing themselves as Girl Scouts) cannot solicit money or be involved in fundraising projects for other organizations.
2. Girl members may support other organizations through **service projects** (e.g., handing out water to marathon runners, running a baby sitting area for the PTA/school carnival.)
3. The service unit team, who may consult the volunteer support coordinator if necessary, will determine the appropriateness of an activity or support of an outside organization.

## Troop/Group Donations

**Receiving**

1. Funds may not be solicited by a troop/group or individual.
2. If a local business or community organization wishes to donate money to a particular troop/group

* Donations are limited to **$249.99** per donor per membership year.
* The troop/group thanks the local donor with an acknowledgement of all gifts below $250.

1. Donations in the form of a monetary gift of **$250 or more**

* Monetary gift must be sent to council, who will acknowledge it as a tax-deductible donation and then send a check of $249.99 to the troop/group.
* All monies in excess of $249.99 will remain at the council to be utilized for the benefit of all girls within Girl Scouts, San Diego-Imperial Council, Inc.
* To insure the donation is directed according to the donor’s wishes, the donor needs to identify the troop/group number at the time the funds come into council.

**Giving**

1. Girl Scouts, in their role as Girl Scouts, may not raise or solicit money for other organizations.
2. Girls may contribute a portion of their troop/group treasury to organizations or projects they consider worthwhile if they have funds that are not needed for the activities during the year (for example, Girl Scout campership fund, Girl Scout financial aid, local or international community service organizations or environmental projects.)

## Financial Assistance (Opportunity Fund)

Girl Scouts, San Diego-Imperial Council, Inc., is committed to ensuring that all girls can participate in Girl Scouting. The Opportunity Fund was created for membership and program opportunities in and beyond the troop/group activities for individual girls and adults.

Girl Scouting strives to teach girls the valuable lesson of planning and budgeting. Troops/groups should plan ahead with money-earning projects, such as the Cookie Program and Fall Nut Sale, to cover expenses for activities/events. Opportunity Funds should not be used as means of covering costs a troop/group is unable to handle. For example, if 50% of the troop cannot pay for the activity/event, a less expensive activity/event should be planned.

1. Troop/group leader and parent/guardian **or** parent only may request funds for an individual girl.
2. Individual girl or adult receiving financial assistance must be a currently registered Girl Scout.
3. Troop/group financial report from previous year must be on file at the Balboa Service Center.
4. Completed requests must be submitted to volunteer support coordinator at least four weeks in advance.
5. Opportunity Funds received must be recorded as income on your *Detailed Cash Record.*
6. Monies received must be used for individual girl or adult as per *Opportunity Fund Request*. Should the event/activity be cancelled or the girl/adult does not attend, monies must be reimbursed to the Opportunity Fund.
7. Refer to *Opportunity Funds Guidelines* for detailed information.

## Changes Within a Troop/Group

1. **If girls leave, transfer to another troop/group or registers as an Independent/Juliette**

* All money remains with the original troop/group and is neither given to the girls nor transferred to another troop/group.

1. **When an entire troop moves from one program age level to another**

(e.g., from Brownie to Junior Girl Scouts)

* All money moves with the troop/group.

1. **In an ongoing troop/group, where only some of the girls are bridging to a new program age level troop/group**

* All money will remain with the original troop/group and is neither given to the girls nor transferred to another troop/group.

1. **If the troop/group divides**

* Financial reports are completed and turned in to the service unit treasurer.
* All assets are apportioned between the two treasuries on a pro-rata basis according to girl membership at the time of division.

1. **If a troop/group disbands** (e.g., is no longer functioning or has not re-registered within six months of the expiration date of its last registration)

* Leader must complete the *Troop/Group Disbandment Report & Treasurer Worksheet* and the *Annual Troop/Group Financial Report & Equipment Inventory*.
* All assets, together with disbandment and financial reports, cancelled checks, and unused checks, must be turned in to and receipted by the service unit treasurer.
* Troop/group bank account(s) must be closed and a cashier’s check for ending balance, payable to Girl Scouts, must be submitted with final paperwork no later than September 30 of the current membership year.
* The distribution of gift cards/retail merchandise to each girl/adult is not permitted when closing troop/group treasury upon disbandment.

1. **If some of the girls from the disbanded troop/group continue in a new troop/group**

* All assets are apportioned between the treasuries of each new troop/group involved on a pro-rata basis according to girl membership at the time of disbandment.
  + The service unit team pending reorganization of the troop/group will hold assets for girls not continuing in Girl Scouting for a period of one membership year.
  + If reorganization does not occur the assets will be used in the interest of Girl Scouting in the service unit. The service unit team will determine use.

1. **Change of leadership**

* Outgoing leader must submit a financial report to the service unit treasurer at the time of leadership change.
* A copy of the financial report with all assets, funds, canceled checks and unused checks must be given to the new leader
* Outgoing leader must coordinate with new leader and bank account signers to make necessary changes to the troop/group account.

## Independent/Juliette Registered Girl Scouts

1. Girl Scouts, as a troop/group or independent, cannot solicit money or be involved in fundraising projects for other organizations.
2. Independent/Juliette Girl Scouts do not receive monies or attain bank accounts.
3. Independent/Juliette Girl Scouts may participate in council-sponsored product sales. Reference product sales guidelines.
4. Independent/Juliette Girl Scouts may receive financial assistance for council-sponsored events/activities.

**Service Unit SHARE Coordinator Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **I:** | **with**  **confidence** | **to some**  **degree** | **not**  **at all** |
| • am able to explain the importance of SHARE to  the leaders in my service unit. |  |  |  |
| • know to ensure that the service unit team sets a goal  for SHARE by October 15. |  |  |  |
| • will be able to assist the council in conducting an  SHARE Campaign. |  |  |  |
| • am familiar with the forms necessary to do my job. |  |  |  |

I certify that I have completed the **Service Unit SHARE Coordinator Self-Paced Training:**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone [day] (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone [eve] (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Girl Scout Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GS I.D. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Troop # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A few questions about you: (circle/fill-in answer) Age:\_\_\_\_\_\_\_ Male\_\_\_\_\_\_\_ Female\_\_\_\_\_\_\_

Which best describes you? Hispanic/Latino African American Caucasian Asian/Pacific Islander American Indian/Native Alaskan

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which languages do you speak regularly with your family? English Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: To receive credit for this course, this evaluation and self-assurance questionnaire must be completed and returned to:

Fund Development Administrator

Girl Scouts San Diego

1231 Upas Street

San Diego, CA 92103-5199

**Service Unit SHARE Coordinator**

#### Self-Assurance Questionnaire

(Answers can be found in this correspondence.)

1. Why is SHARE important?
2. How do you set your service unit’s SHARE goal and when is it due?
3. Is it your job to help train troop leaders on the importance of SHARE?
4. What form do you, as an SHARE coordinator, use to track troop and service unit contributions?
5. What form does a troop leader use to track troop contributions?
6. When are the SHARE contribution forms from the service units due to council?
7. Where does SHARE money go?
8. At what levels does council offer recognitions for contributions?
9. Are SHARE coordinators able to distribute recognitions at service unit meetings?
10. How many service unit SHARE presentations are encouraged per year?



1231 Upas Street • San Diego, CA 92103-5199

858-349-4443