

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@sdgirlscouts.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) _____

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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.
- 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*.