



Financing Awards

Key Steps and Guidelines

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1 Handling Monetary Donations

- **Deposit Immediately:** All monetary donations must be deposited into the approved Girl Scout troop bank account.
- **Document the Funds:** Clearly document all donations in the Troop/Group Annual Financial Report.
- **Donations Over \$250:** According to GSSD policy, all donations of \$250 or more require an official acknowledgement from GSSD.
- **Donation Identification:** Ensure donors identify the specific troop receiving the funds to aid the accounting team.

2 Usage Rules for Award Projects

- **Project-Specific Only:** Funds received for a Highest Award project must be used exclusively for that project.
- **No Personal Benefit:** Funds cannot be used for individual troop member expenses or personal gain.
- **Returning Leftover Money:** If a project does not use all the money donated, it cannot be kept by the troop for general expenses. Leftover funds must be returned to the donor or managed according to council guidelines.
- **Girl-Led Process:** The decision on how to use funds should be determined by the Girl Scout(s).

3 In-Kind Donations (Supplies & Equipment)

- **Receipt Tracking:** When receiving in-kind donations (e.g., paint from a store, supplies), it is recommended to get a receipt showing the value of the items.
- **Report Value:** Include the value of in-kind donations as income on your Troop/Group Annual Financial Report.

4 Thank You and Recognition

- **Thank You Notes:** Troops are encouraged to send a thank you card to the donor/organization.
- **Engagement:** Consider inviting donors to a troop meeting, ceremony, or involving them in the Take Action project.

5 Important Prohibitions

- **No Fundraising for Others:** Girl Scouts cannot solicit money on behalf of other organizations.
- **No Games of Chance:** Do not operate raffles or other games of chance.