

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 under \$500). If proceeds exceed \$500.00 turn MEP application directly to customercare@sdgirlscouts.org
- **Initial:** _____ I have read and agree to the *Money-Earning Project Application Guidelines*.

Application for: ☐ Troop/group ☐ Service unit Troop/group # _____ Service unit _____
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 Program profit earned \$ _____ Cookie Program profit earned \$ _____ Recycling profit earned \$ _____

Additional Money-Earning projects:

1. _____ profit earned \$ _____
2. _____ profit earned \$ _____
3. _____ 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: ☐ Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador ☐ 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)

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) _____

Money-Earning Project Application Guidelines

Step 1: Getting started (Planning Checklist): First, determine if your troop qualifies

- ☐ Maximum number of additional money-earning projects per year, **not** including fall product program, cookie program or recycling: Kindergarten Daisies: 0; first grade Daisies: 1; Brownies: 2; Juniors: 3; Cadettes and older: 4 (additional upon approval).
- ☐ Troop/group actively participates in the council-sponsored Product Programs (fall and cookie) in the same membership year.
- ☐ 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**

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*.
- ☐ Troop/group has a Girl Scout troop/group checking account with Mission Fed or Wells Fargo.

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.

Step 2: Next, determine if the girl led money-earning project qualifies

- ☐ 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 approved by GSSD staff.
- ☐ *Event Approval Checklist* has been completed and reviewed with your service unit activity consultant.
- ☐ Money-earning project is age appropriate and includes girl planning.

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.

Step 3: Submit for approval (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.
- ☐ *Event Budget Worksheet* is completed and submitted to service unit treasurer for approval (if required).
- ☐ Flyers or announcements for the project follow council guidelines and are attached for approval.
- Please review our branding guideline (sdgirlscouts.org/branding101) when planning your project.**
- ☐ Local city/county permits are secured, if applicable.

Step 4: 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*.