Girl Scouts San Diego

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*:
  - "Voluntary participation" with "written permission of each girl's parent or guardian"
  - Money-earning activities need to be "consistent with the principles of the GSLE" for a quality program experience
  - **"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 Frontwave

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.
- ❑ *Activity Approval Process* has been initiated for 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 activity approval request; applications expected to net more than **$500** require approval fGSSD Staff. All service unit money-earning projects require approval from GSSD staff.
- ❑ 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 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.*