

Helping girls earn and manage money is an integral part of the Girl Scout Leadership Experience. Your Girl Scout Troop is responsible for planning and financing its own activities, with your guidance. This puts girls in charge, giving them the opportunity (with volunteer oversight) to cooperatively set goals, manage a budget, spend responsibly, maintain records, earn social skills and develop good marketing, entrepreneurial, math and financial skills.

Girl Scout Troops should be funded primarily by a share of money earned through GSCB Sponsored Product Sales Programs (such as Girl Scout Cookie sales) and any dues a Troop may charge. When a Troop finds it necessary to supplement the Troop account they can earn funds through a Troop money-earning activity.

“Troop money-earning” refers to activities organized by the Troop (not by GSCB) that are planned and carried out by girls (in partnership with adults) and that earn money for the Troop. These activities are required to meet the needs and interests of the girls. They are to include girl planning, budgeting and have parental permission. Troop money-earning activities require written permission from the Service Unit Manager and/or the Program Consultant and GSCB. **Appropriate approval must be secured prior to conducting the activity.**

Before undertaking Troop money-earning activities, Troops must become familiar with GSUSA and GSCB, standards and guidelines and ensure that the following steps have been completed and incorporated into the planning process:

- GSUSA's appropriate *Safety Activity Checkpoints* and Volunteer Essentials guidelines have been reviewed and are incorporated in the planning process.
- The Troop has participated or made a commitment to participate in both GSCB Sponsored Product Sales Programs (Fall Product Sales and Cookie Programs).
- Ensure the timing of the money-earning activity does not conflict with GSCB Sponsored Product Sales Programs or local United Ways/Fund campaigns.
- The Troop must prepare a budget and program plan for the money-earning activity, which includes their anticipated income and expenses to meet the needs of their program goal/activity. If the program goal/activity is long-range, the Troop should be able to show how girls have benefited from the program activities during the current program year.
- Troop money-earning activities need to be appropriate to the grade and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- Money earned is for Girl Scout activities and is not to be retained by individuals.
- Girl Scouts forbids the use of games of chance, the direct solicitation of cash, product-demonstration parties and the collection of restaurant proceeds.
- Funds acquired through Troop money-earning projects must be reported and accounted for by the Troop on their DCR.
- Completion of the money-earning activity application and the budget work sheet must be forwarded to the Service Unit Manager and/or Program-Level Consultant for written approval, at least three weeks prior to the money-earning activity.
- Following the completion of the money-earning activity, submit the Troop money-earning Activity Evaluation to the Service Unit Manager within two weeks.
- Comply with State and local laws regulating sales by minors and food handling.
- The Troop money-earning activity must be limited to a definite period of time.

Girls' participation in Troop money-earning projects is based upon the following:

- Voluntary participation for each girl and written permission from each girl's parent/guardian.
- An understanding of (and ability to explain clearly to others) why the money is needed.
- An understanding that money-earning should not exceed what the Troop needs to support its activities.
- Vigilance in protecting the personal safety of each girl.
- Arrangements for safeguarding the money.

## Collaborating with Sponsors and Other Organizations

When collaborating with any other organization, keep these additional guidelines in mind:

- Avoiding fundraising for other organizations: Girl Scouts are not allowed, when identifying ourselves as Girl Scouts (such as wearing a uniform, a sash or vest, official pins and so on), to solicit money on behalf of another organization. This includes participating in a walkathon or telethon while in uniform. You and your Troop can, however, support another organization through take-action projects or by making a donation from your Troop's account. Girl Scouts as individuals are able to participate in whatever events they choose, so long as they're not wearing anything that officially identifies them as "Girl Scouts."
- Steering clear of political fundraisers: When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your Troop may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner.
- Being respectful when collaborating with religious organizations: Girl Scout Troops must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.
- Avoiding selling or endorsing commercial products: "Commercial products" are any product sold at retail price or a portion of the fee is given back. Since 1939, girls and volunteers have not been allowed to endorse, provide a testimonial for or sell such products.

## Troop Money-Earning

Product sales are a great way for Troops to earn the funds necessary for girls to participate in activities or travel. If income from the product sale isn't enough, however, girls have more options available to them. Building upon the following list of ideas, facilitate a Troop brainstorming session to determine how the Troop will earn money:

### Entertainment:

- Talent show
- Flock of flamingos traveling yard décor

### Food/Meal Events:

- Spaghetti dinner
- Pancake breakfast
- Lunch box auction (prepared meal auctioned off)
- Bake sales
- Meals at volunteers' meetings
- Concession stand (racing events, sports events, concerts, dances, festivals, parades, camporee)
- Themed meals, like High Tea, Indian meal, Mexican dinner

### Collections/Drives:

- Bottle and can recycling
- Cell phones for refurbishment
- Used ink cartridges turned in for money

### Service(s):

- Service-a-thon (people sponsor a girl doing her service)
- Car wash
- Babysitting for holiday, special or GSCB events
- Holiday activity/supervised crafts so parents can shop
- Shoveling snow
- Raking leaves, weeding, cutting grass
- Pet walking
- Gift-wrapping
- Cooking class or other specialty class
- Take photos and/or create greeting cards or calendars
- GSCB program event or badge workshop focused on a theme, girls provide the program and benefit from program fees

### Specialty Products (creating a personalized note, ribbon or creative packaging customized by girls adds value to a product):

- Christmas trees
- Crafts (crochet, needlepoint, jewelry, ornaments)
- Yard or garage sale
- Books for resale
- Roses for Valentine's, Mother's, Grandparent's Day
- Soap and/or bath salts



# Troop Money-Earning Activity Application

Please fill out the following information and submit to the Service Unit Manager at least 4 weeks prior to money-earning activity.

Service Unit # \_\_\_\_\_ Troop # \_\_\_\_\_ Grade Level \_\_\_\_\_

Troop Volunteer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Activity \_\_\_\_\_

Location of Activity (name, street, city, state) \_\_\_\_\_

\_\_\_\_\_ Times \_\_\_\_\_

Number of Money-earning Activities (including GSCB-sponsored) hold this year \_\_\_\_\_

Describe activity in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what funds are to be used for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of funds needed \$ \_\_\_\_\_ Expected Expenses \$ \_\_\_\_\_ Expected Earnings \$ \_\_\_\_\_

# of girls in Service Unit \_\_\_\_\_ # involved in project \_\_\_\_\_ # of adults participating \_\_\_\_\_

How will girl planning be incorporated into this activity? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Current Financial Information

Troop Bank balance \$ \_\_\_\_\_

Cookie Program Income (or estimated earnings) \$ \_\_\_\_\_

Fall Product Sales Income (or estimated earnings) \$ \_\_\_\_\_

Troop Dues \$ \_\_\_\_\_

Previous Money-Earning income \$ \_\_\_\_\_

Parents/Girls Contribution \$ \_\_\_\_\_

*We will adhere to GSCB standards on group money-earning activities.*

**Agreement:** We understand that this is a request for approval. We will not make final arrangements for money-earning activities until we have received approval. We will complete all necessary forms and return them to GSCB at the appropriate time. We have read and agree to adhere to GSUSA and GSCB policies and standards. If during the planning process, significant changes occur in the information on this application, we will notify GSCB.

Signature of Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_

Signature of Service Unit Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Signature of GSCB Membership Staff \_\_\_\_\_ Date \_\_\_\_\_



Description of planned activity \_\_\_\_\_

Income anticipated \$ \_\_\_\_\_

**For example:** For an event – number of planned participants x fee charged  
For a product – price to be charged x number to be sold

**Expenses anticipated**

Supplies	\$ _____
Site/janitorial fees	\$ _____
Recognitions/patches	\$ _____
Insurance	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>
Profit (funds less expenses)	\$ _____

Please tell us how girl planning and parental support was incorporated in money-earning plans.

\_\_\_\_\_

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Have you allowed sufficient time and resources to carry out the activity?

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\_\_\_\_\_



Troop Money-Earning Evaluation

Submit to the Service Unit Manager within two weeks after money-earning activity is completed.

Service Unit # \_\_\_\_\_ Troop # \_\_\_\_\_ Grade level \_\_\_\_\_

Troop Volunteer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Description of money-earning activity \_\_\_\_\_

Date of activity \_\_\_\_\_ Number of girls who participated \_\_\_\_\_

Location of activity \_\_\_\_\_

Amount of income \$ \_\_\_\_\_

Amount of expenses \$ \_\_\_\_\_

Amount of proceeds \$ \_\_\_\_\_

How did the girls benefit from this activity (skills, values, knowledge)? \_\_\_\_\_

Was the project suitable to the girls' age and abilities? Explain why or why not? \_\_\_\_\_

If you did this money-earning activity again what would you:  
Do the same:

Do differently:

Were you able to reach your program goal with the funds generated from this activity plus GSCB Sponsored Sales Programs and Troop dues? If not, what are the plans to reach your program goal? \_\_\_\_\_