



Girl Scouts®

Girl Scouts of the Chesapeake Bay Council, Inc.

Any monetary gift received from a club or organization must be reported. Maryland law requires that clubs and organizations designate half of their proceeds to a nonprofit organization. It is suggested that Service Units /Troops consult with the Council's Fund Development Department prior to approaching the community for financial support, in order to avoid duplicate solicitations.

1. In accordance with the rules which took effect January 1, 1994, contributors seeking a federal income tax deduction under Internal Revenue Service (IRS) Code 170 must produce, if asked, a written receipt from the charity if a contribution's value is \$250 or more. Under these rules, Girl Scouts of the Chesapeake Bay Council, Inc., as a 501(c)(3) organization, is a qualified charity to receive the donation. This \$250 limit applies to each contribution, not to the total contributions for the tax year. Before 1994, donors needed only to produce a canceled check to substantiate cash contributions.

These rules place the burden of obtaining a receipt on the contributor, not on the charity. However, charities must inform contributors if a portion of the contribution may not be fully deductible (*The value of goods or services received in connection with a fundraising event can affect the deductibility of the contribution*).

Service Units/Troops accepting contributions over \$250 shall forward the contribution to the Council Chief Financial Officer within two weeks. Council will forward a check to the designated Service Unit/Troop. Checks should be made payable to *Girl Scouts of the Chesapeake Bay Council, Inc.*, and any restrictions should be noted on the check or in an attached letter.

2. Donations of less than \$250 may be accepted by Troops or Service Units to be used for girl programs. However, a copy of the check and Service Team Form 305-FM, Report of Club/Organization Donation, must be completed and submitted to the Council Chief Financial Officer's office within two weeks of receipt of the donation.
3. The expenditure of donations received by Service Units should be prioritized. (*All leaders should be informed of donations received and use of funds*).

Suggested money distribution priorities:

First priority: Money should directly benefit the girls. Can be used to recruit girls or for activities to retain girls.

Second priority: Volunteer development and recognition.

Third priority: Non-consumable supplies.

4. Donations received by groups should be budgeted according to girl/adult planning. (*Safety-Wise Program Standard #12*). Donations to Service Units should be spent within twelve months of receipt.
5. All donations must be reported on a Detailed Cash Record.

