

Girl Scout activities should be funded primarily by money earned through GSCB sponsored Product Programs and any dues collected. However, if the budget goal for a specific activity has not been met, SU/Troops/Groups/Girls may participate in additional money-earning projects. Troop money earning activities are to include girl planning and budgeting and have parental permission.

Money-earning activities require written permission from the Service Unit Manager, the Service Unit Auditor and GSCB.
Appropriate approval must be secured prior to conducting the activity.

Before undertaking money-earning activities, applicants 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.
- Troops or individual girls wanting to complete a Money-Earning Project must participate in both the previous Fall Product Program and the Cookie Program and show that funding for their budgeted activity comes from product program proceeds, additional earned funds and the girl's own efforts.
- Ensure the timing of the money-earning activity does not conflict with GSCB-sponsored Product Programs or the United Fund blackout period (in Talbot County from September 1 to November 30).
- 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.
- All money-earning activities need to be appropriate to the age and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- No individual girl accounts or credits can be created, but ranges or bands of credits are acceptable; cash-based accounts may not be kept for or distributed to individual girls.
- The use of games of chance (50/50, Chinese auction, roulette type games), product-demonstration parties and the collection of restaurant proceeds and Friends and Family events may only be conducted by Service Unit for Family Partnership and Friends of Camp groups' money earning events. Troops/Girls may NOT conduct any of the events listed above
- Girl Scouts forbids the direct solicitation of cash (including gofundme.com).
- Troops/SUs **ARE NOT** eligible to solicit grants.
- Funds acquired through money-earning projects must be reported and accounted for on their DCR.
- Comply with state and local laws regulating sales by minors and food handling.
- Troops must be in compliance with DCR submission prior to approval of money earning application.
- Troop and girl events may not involve the consumption or sale of alcohol.
- **Completion of the money-earning activity application and the budget work sheet must be forwarded to the Service Unit Manager and Service Unit Auditor for written approval at least four weeks prior to the money-earning activity and then submitted to GSCB two weeks prior to activity.**

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

- Voluntary participation and written permission from each girl's parent/guardian.
- An understanding of (and ability to explain clearly to others) why the money is needed.
- Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws.
- Vigilance in protecting the personal safety of each girl.

Using Online Resources to Market a Money-Earning Activity

- Girls can market their money-earning activity on social media sites like Facebook or Twitter or sending emails to friends and family members, as long as they use a group email address, the account or address of a parent/guardian or adult volunteer or a blind email address (in which the recipients cannot see the sender's email address). Girls 13 and older can also use their social media sites (such as Facebook, Twitter, or Pinterest) to do the same to her immediate circle of family and friends. Be sure each girl's account uses the tightest privacy settings and doesn't reveal information about her or her location to anyone outside her circle.
- Sales may not be transacted on the Internet (for example, through a site that has an electronic shopping cart). Girls can, however, receive order commitments for sales via email or the Internet. In other words, potential customers can relay (via email or a Facebook post, for example) that, "Yes! I'd like to commit to support your troop's money-earning activity."

Collaborating with Sponsors and Other Organizations

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

- Avoid fundraising for other organizations: Girl Scouts are not allowed, when identified 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 walk-a-thon or telethon while in uniform. The troop may, 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."
- When representing Girl Scouts or in any way identifying as Girl Scouts, girls/adults cannot participate (directly or indirectly) in money-earning activities that represent partisan politics or work on any political campaign or on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor are participating in a political rally, circulating a petition or carrying a political banner.
- Be 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.
- Avoid selling or endorsing commercial products: "Commercial products" are any product sold at retail price or where 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.

Service Unit Family Partnership and Friends of Camps Money Earning Events

- Restaurant fundraisers and product demonstration parties are acceptable for the Family Partnership Campaign and Friends of Camp groups since they will benefit the entire council. A 100% of the restaurant proceeds must be turned into the council.
- Fundraising events such as "Beer and Cookies" and "Wine and Cookies" are permitted to benefit Family Partnership and GSCB camps via the friends groups. Any event involving alcohol must be an "adult only" event and all materials associated with the event must clearly state "attendees must be 21 or older." There may not be any girl involvement including selling of cookies on the event property, advertising the event, or planning the event.
- Games of chance (50/50, quarter auctions, roulette type games) are acceptable as Family Partnership and Friends of Camp groups fundraisers. For any type of gambling related activities all state and local laws must be obeyed and appropriate permits obtained by the service unit. Any games of chance activities must be an "adult only" event and all materials associated with the event must clearly state "attendees must be 21 or older." There may not be any girl involvement including selling of cookies on the event property, advertising the event, or planning the event.

Violation of Policy

- Any violation of this policy will result in no additional money earning being approved for one year.

Submission of Money Earning Application to GSCB

- Friends of Camp Groups (please use Friends of Camp Application)– Adam Zaines – azaines@cbgsc.org
- SU Family Partnership Events (please use SU Family Partnership Application)– – Denise Eberspeaker – deberspeaker@cbgsc.org
- SU Non-Family Partnership Events, Troop and Girl Money Earning – Michelle Passwaters – mpasswaters@cbgsc.org

Money-Earning Ideas

Product programs are a great way to earn the funds necessary for girls to travel or carry out Take Action projects. If income from the product program isn't enough, however, girls have more options available to them. Although you **cannot resell commercial products**, you can offer services, such as the following:

Entertainment:

- Talent show
- Flock of flamingos traveling yard décor
- Sponsor a dance
- Play or puppet show

Food/Meal Events:

- Spaghetti dinner
- Pancake breakfast
- Lunch box auction (prepared meal auctioned off)
- Bake sales
- Homemade sub sale
- Meals at volunteers' meetings
- Concession stand at a Girl Scout event
- Themed meals, such as High Tea, any ethnic meals (if girls are earning money for travel, tie the meal to their destination)

Collections/Drives:

- Bottle and can recycling
- Cell phones for refurbishment
- Used ink cartridges
- Christmas tree recycling

Service(s):

- Service-a-thon (people sponsor a girl doing service; funds go to support trip)
- Car wash
- Babysitting
- Holiday activity/supervised crafts
- Host a Drop and Shop
- Raking leaves, weeding, cutting grass, shoveling snow, walking pets
- Gift-wrapping
- Cooking class or other specialty class
- Conduct a Girl Scout badge workshop
- Face painting at community events
- Video or photography service for an event

Specialty Products (must create a personalized note, ribbon or creative packaging customized by girls):

- Cookbook
- Christmas trees or wreaths
- Crafts (crochet, needlepoint, jewelry, ornaments)
- Yard or garage sale
- Roses for Valentine's, Mother's, Grandparent's Day



Money-Earning Activity Application

Please fill out and submit to the Service Unit Manager and SU Auditor at least four weeks prior to money-earning activity. **Form must be received by GSCB at least two weeks prior to money-earning activity.**

Service Unit # _____ Troop # _____ Program Level ____ Date _____

Event Coordinator _____

Address _____

City _____ State _____ Zip code _____

Day phone _____ Cell phone _____ Email _____

Has the Troop/group/Individual had any other Money-Earning Projects this Membership year? Yes No

If so, what project? _____

(Money-Earning Report and Evaluation form must be turned in to GSCB prior to approval of new Money-Earning Projects)

Date of Event _____

Location of activity (name, street, city, state) _____

Describe activity in detail _____

Describe what funds are to be used for _____

How will girl planning be incorporated into this activity? _____

of girls in SU/troop _____ # involved in project _____ # of adults participating _____

Amount of funds needed \$ _____ Expected expenses \$ _____ Expected earnings \$ _____

Current Financial Information

Date of DCR Submission _____

| | |
|-------------------------------|----------|
| Bank balance | \$ _____ |
| Cookie Program income | \$ _____ |
| Fall Product Program income | \$ _____ |
| Dues | \$ _____ |
| Previous money-earning income | \$ _____ |
| Family contribution | \$ _____ |

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 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 Event Coordinator _____ Date _____

Signature of Service Unit Manager _____ Date _____

Signature of Service Unit Auditor _____ Date _____

Signature of GSCB _____ Date _____





Budget Worksheet

Money-Earning Activity

SU # _____ Troop # _____

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: _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |
| Proceeds (income less expenses) | \$ _____ |

* Make sure to check *Safety Activity Checkpoints* to determine if Mutual of Omaha additional insurance must be submitted if event will have non Girl Scout participation.



Troop Money-Earning Evaluation

Submit to GSCB 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 Product Programs and troop dues? If not, what are the plans to reach your program goal? _____

