Girl Scouts San Diego
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 team or finance support specialist. Service units and clusters, submit application directly to finance support specialist at troopbanking@sdgirlscouts.org.
- **Initial:** _____ I have read and agree to the *Money-Earning Project Application Guidelines* and the *Financial Guidelines.*

Application for: Troop/group   Service unit   Cluster   Troop/group # _____   Service unit/cluster _____

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 Sales profit earned $_____ Cookie Sales profit earned $_____ Recycling profit earned $_____

Additional Money-Earning projects:

1. _____ profit earned $_____   3. _____ profit earned $_____
2. _____ 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: Girl Scouts   Daisies   Brownies   Juniors   Cadettes   Seniors   Ambassadors   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)   Is additional insurance required?   Yes   No

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

Getting started checklist:
- ❑ 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
- ❑ Troop financial records must be up-to-date prior to submission of the *Money-Earning Project Application.* This includes: *Annual Troop/Group Financial Report and Equipment Inventory; Detailed Cash Record;* bank statement and previously completed *Money-Earning Project Application(s).* Forms can be found at https://thinmint.sdgirlscouts.org/search-forms
- ❑ Troop/group has a bank account with Wells Fargo Bank.
- ❑ Troop/group actively participates in the council-sponsored Cookie Sales and Fall Sale in the same membership year.
- ❑ Money-earning project is not being held during council-sponsored product sales (i.e. fall sale and cookie sale).
- ❑ Money-earning project is scheduled for a single date, unless otherwise discussed with your finance support specialist.
- ❑ *Event Budget Worksheet* is completed and attached for approval.
- ❑ Flyers or announcements for the project follow council guidelines and are attached for approval.
- ❑ Local city/county permits are secured, if applicable.
- ❑ Additional Girl Scout insurance has been purchased, if applicable (Required for attending non-Girl Scout members).
- ❑ *Event Approval Checklist* has been completed and reviewed with your service unit activity consultant.
- ❑ Money-earning project is age appropriate and includes girl planning.

Approval guide (4+ weeks in advance):
- Troop/group must submit application to the service unit team.
- Troop/group money-earning projects 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.
- Approval must be received, in writing, **prior** to conducting any money-earning projects. Allow at least 4 weeks for approval.

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
Child care (refer to council guidelines)	Baked goods	Event photo booth
Cell phone or ink cartridge collection	Christmas tree recycling	Car wash

Inappropriate money-earning projects:
- Games of chance, such as raffles, contest or bingo
- 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.

Treasury information:
- An accounting of the troop treasury is required before the *Money-Earning Project Application* will be considered.
- Maximum number of additional money-earning projects per year, **not** including fall product sales, cookie sales or recycling: Kindergarten Daisies: 0; first grade Daisies: 1; Brownies: 1; Juniors: 2; Cadettes and older: 3 (additional upon approval).

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.

Evaluation:
- Report the actual amount of income received. Submit the final copy of this form with the year-end 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.*