

Money-Earning Project Application Guidelines

Getting Started Checklist:

- All money-earning and fundraising methods employed by Girl Scout troops/groups must be in keeping with the principles for which the organization stands. (*Leader's Digest, 2006* and *Safety-Wise Program Standards 28 and 29*)
 - "Money-earning activities are valuable program activity for girls".
 - "Money-earning activities may not be conducted on the Internet".
 - "The income from group money-earning activities never becomes the property of individual members – girls or adults".**
- Troop/Group financial records must be up-to-date prior to submission of the *Money-Earning Project Application*
 - This includes: *Annual Troop/Group Financial Report & Equipment Inventory; Detailed Cash record; Bank Statement* and previously completed *Money-Earning Project Application*.
- Troop/Group has a bank account with a current *Bank Authority Form* on file with council.
- Troop/Group actively participates in the Council-sponsored Cookie Sales.
- Money-earning project is not being held during Council-sponsored product sales (i.e. Nut/Cookie Sales.)
- Money-earning project is scheduled for a single date, unless otherwise discussed with your volunteer support coordinator.
- Event Budget Worksheet* is completed and attached for approval.
- Flyer or announcement for the project follows council guidelines and are attached for approval.
- Local city/county permits are secured, if applicable.
- Additional Girl Scout insurance has been purchased, if applicable. This is required for attending non-Girl Scout members (i.e. siblings.)
- Event Safety Management 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** - Troops/Groups must submit application to the service unit team or volunteer support coordinator.
 - Troop/Group Money-earning projects expected to net more than **\$250** require approval from the volunteer support coordinator.
 - 4+ weeks in advance** - All service unit and program cluster money-earning projects require approval from the volunteer support coordinator.
 - 12+ weeks in advance** - All Council-wide promoted money-earning events must be approved by the council program manager.
- Approval must be received, in writing, **prior** to conducting any money-earning projects.

Appropriate Money-Earning Projects (examples):

Workshops-Try-It, Badge, Camp skills, etc.	Car washes	Refreshment stand (no labeled product /resale)
Events-Daisy Day, Brownie Sports, etc.	Walking tours, Nature hikes	Back 2 School kits / Program in a box
Breakfasts, luncheons, 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

Inappropriate Money-Earning Projects:

Games of Chance	Product Demonstrations	Sales generating profits for a specific business/company other than Girl Scouts
Raffles	Avon, Mary Kay, etc.	Krispy Kreme, M&M, Sees Candies, etc.
Auctions	Tupperware, Pampered Chef, etc.	Pizza Hut, Papa Johns, etc.
	Candle parties, home interiors, etc.	Catalog sales, Shopping Mall promotions

Treasury Information:

- An accounting of the troop/group treasury is required before the *Money-Earning Project Application* will be considered.
- Maximum number of additional money-earning projects per year, **not** including Fall "Nut" Sales, Cookie Sales or Recycling.
 - Daisy Girl Scouts (0) Brownie Girl Scouts (1) Junior Girl Scouts (2) Cadette/Senior Girl Scouts (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.
- 1. Activities/events relate to the Girl Scout Program Goals:
 - 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/group girls and parents.

Evaluation:

- Report the actual amount of profits received.
- Discuss challenges and successes with girls. Review Girl Scout Program Goals and how they were applied during the money-earning project.
- Determine if the troop/group income/expense budgeting was on target. Attach the completed *Event Budget Worksheet*.