



GSOC Money-Earning Guidelines for Troops, Groups and Individual Girls

Helping girls earn and manage money is an integral part of the Girl Scout Leadership Experience; your Girl Scout troop, group and/or individual girls are responsible for planning and financing their own activities, with volunteer guidance/supervision (Volunteer Essentials).

Girl Scout groups and troops are funded by a share of money earned through council-sponsored product programs, council approved money-earning activities and any dues your group or troop might charge (VE).

Philosophy

GSOC girl members may earn money and receive in-kind (non-cash) donations through reviewed and approved Girl Scout program activities and processes, to support and supplement the Girl Scout Leadership Experience.

Policies and Standards

All money raised or earned, and other assets received in the name or benefits of Girl Scouting must be **authorized** by GSOC and **used for the purposes** of Girl Scouting. (June, 2011)

Choosing a Money-Earning Project

Keeping in mind that Money-Earning Projects are part of activity and trip planning, yet not the primary goal of Girl Scouting; Money-Earning Project must include plans for the following:

- The Three Keys to Leadership: Helping girls to Discover, Connect and Take Action
- Girls experience must be Girl Led, include Learning by Doing and Cooperative Learning Processes
- Girls exercise and enhance their knowledge of the 5 Business Skills
 - Goal Setting (altering plans as needed)
 - Money Management
 - People Skills
 - Business Ethics
 - Decision Making

Guidelines for Participation

Participation in Product Program:

Troops, groups 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.

- A minimum of thirty percent of the funding for the activity should come from product program proceeds and the remainder from Money-Earning Project funds and the girl's own effort.
 - For example: A trip to a museum as part of journey work that will cost \$200 for the troop would be paid for in the following way: \$100 from product sale proceeds and \$100 from a combination of Money-Earning funds and funds from the girl's individual effort.

- Participation in the Fall and Cookie Council-Sponsored Product Programs for groups and troops includes presenting program information to all parents; and individual girls should make their **best effort** to fully participate.

Level Specific Guideline

- **Girl Scout Daisy Troop or Group** may not participate in Money-Earning Projects other than the Council Product Programs. (Policies and Standards, 2011)
- **Girl Scout Brownie Troop or Group** should not participate in Money-Earning Projects other than the Council Product Programs; however, Troop or Group may request approval for one Money-Earning Project during the membership year in addition to both of the Council Product Programs. (Policies and Standards, 2011)
- **Girl Scout Junior Troop or Group** may request approval for no more than one Money-Earning Project during the membership year in addition to both of the Council Product Programs. (Policies and Standards, 2011)
- **Girl Scout Cadette, Senior and Ambassador Troop, Group or individual girl** may request approval for no more than two Money-Earning Projects for a Destination, troop travel or Highest Awards during the membership year in addition to participation in both of the Council Product Programs. (Policies and Standards, 2011)

Spending Funds Earned from a Money-Earning Project

Money earned must be used for the purposes of Girl Scouting and be directly connected to participation in the Girl Scout Leadership Experience (GSLE). Funds earned can be used in the following ways:

- Unique opportunities connected to the GSLE.
- Connections with sister Girl Scouts engaging in the GSLE.
- Celebrate Girl Scout milestones; Girl Scout ceremonies and celebrations.
- Service, Take Action and Highest Award project support.
- Direct support for the GSLE.
 - Uniforms, journey books, field trips, guest speakers, insignia, awards, etc.

Additional Guidelines

- Participation by girls must be voluntary.
- Compliance with Safety Activity Checkpoints required.
- Girls must be able to understand and clearly explain why funds are being earned.
- Girl Scout members cannot participate in games of chance, direct solicitation for cash or product endorsement. (GSUSA)
- Girls cannot raise money for other organizations or causes; they can decide to donate as an act of service, a portion of their earnings to another organization. (GSUSA)
- Girl Scout members cannot sell commercial products other than those approved by council
 - No Tupperware, Entertainment Books, etc. (GSUSA)
- Girl Scout members are not to solicit money from other organizations. (Policies and Standards, 2011)
 - Girls are allowed to accept money and materials from other organizations as unsolicited donations.
- If there is an expectation of receiving funds for doing something for an organization (\$250 for cleaning up after a large school activity) this is money earning and not service.

- If donations are made as a gesture of appreciation of service and the donation was not the primary objective, the donation can be accepted as a donation and not money earning or fundraising.
- Charitable donations for tax purposes, from individuals or entities, need to be pre-approved by the Fund Development Department at GSOC to ensure proper processing.
- Projects must take place within GSOC's jurisdiction.
- Money-Earning Projects will not be approved to take place during the time that the Council's Product Programs are underway. (Troop Financials, 2013)
- Funds earned by the troop/group, whether through the Product Programs or allowed Money-Earning Projects, belong to the troop and not to individual girls.
 - The troop may decide to give a portion of earned funds to an individual girl's project or destination trip.
- In the case of an individual girl Money-Earning Project, it is assumed the troop will allow the girl to use these funds for her particular Destinations or Highest Award experience or other Girl Scout projects per the Product Sales Family Guide.
- Money earning that is not a part of Product Program participation may be tracked for individual girls.
- Girl Scout Cadettes and older may participate in individual Money-Earning Projects for individual activities
- Money earned for individual projects may be transferred if the Girl Scout changes troops but does not go to the girl if she leaves Girl Scouts.
- Financial Assistance is available; speak with your Volunteer Specialist for more information.

Process

Prior to the Money-Earning Project

Once a Money-Earning project is chosen by a troop, group or individual girl, a **Money-Earning Project Application** must be completed by the girls (as much as possible), and submitted to the Service Unit Manager for approval, at least 3 months prior to the proposed date of the activity. The Service Unit Manager should respond regarding the application within 2 weeks of receipt. If the Money-Earning Project planned is to raise less than \$250, the Service Unit Manager approves the project and keeps the application on file for the current membership year plus one year.

When approving a project, the Service Unit Manager is indicating that the project is appropriate based on the *GSOC Money-Earning Guidelines for Troops, Groups and Individual Girls* .

If the troop, group or individual girl anticipates raising \$250 or more during their Money-Earning Project, the Service Unit Manager signs the form and sends the approved form to GSOC Headquarters for additional review and approval.

Program staff will review the application, including checking records for product sale participation, and communicate with the troop, group, or individual girl and Service Unit Manager regarding the status of the Money-Earning Project application within 10 business days of receipt of the form in the office.

After the Money-Earning Project

If the application is approved, a **Money-Earning Project Report and Evaluation Form** must be submitted to the Service Unit Manager within two weeks after the completion of the project. For projects earning over

\$250, a copy of the Report and Evaluation Form must be submitted to the Program Department; and the Program Department submits a copy of the report to the Fund Development Department.

If the Money-Earning Project was initially planned to bring in less than \$250 yet earns more, the **Money-Earning Project Report and Evaluation Form** must be submitted to the Service Unit Manager and the Program Department, the Program Department submits a copy of the report to the Fund Development Department.

Final reports must be received at GSOC Headquarters prior to other Money-Earning projects being approved.

Examples of Possible Money-Earning Project

- Talent show
- Pancake breakfast, bake sale, etc.
- Concession stand
- Car wash, pet walking, gift wrapping, weeding, etc.
- Babysitting
- Cooking or other classes etc.
- Badge workshop
- Crafts
- Yard, garage sale

Examples of Projects not allowed (GSUSA)

- Home Party Sales; Tupperware, candles, etc.
- Restaurant fundraisers
- Selling fireworks or other commercial products

References

- Volunteer Essentials (VE)
- GSOC Policies and Standards, 2011
- GSUSA Fundraising Guidelines
- GSOC Troop Financial Guidelines

GSOC STAFF USE ONLY:	
Received	_____
E-Mailed	_____
Copy to	_____

Today's Date: _____

Project Identification

Name of Money-Earning Project: _____ Project Date*: _____

*must be 3 months from today's date

Project Location: _____

Project description; specify how the Money-Earning Project is planned to include the 3 Keys, 3 processes, and 5 skills:
(As referenced in GSOC Money-Earning Project Guidelines)

What Girl Scout activity is this Money-Earning Project supporting and how will the money be used?

Qualifications

Does troop/group have a bank account? Yes No

Is the ACH Form on file at GSOC Headquarters? Yes No

Has the troop participated in the last two Product Programs? Yes No

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

If yes, which project? _____

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

Will this Money-Earning Project raise money for Troop/Group Travel? Yes No

Do you have an approved Troop/Group Travel Application Form on file at GSOC Headquarters? Yes No

(Approved Troop/Group Travel Applications must be on file with GSOC prior to Money-Earning Project approval)

Troops/groups must have an ACH Form on file at the GSOC Headquarters to participate in any money-earning project, including GSOC Product Programs. Refer to GSOC Policies and Standards for more information.

All monies earned by Girl Scout Independents (GSI) must be processed through your Service Unit.

All monies earned by an individual belonging to a troop must be processed through your troop account.

Applicant Information

Troop Number: _____ Number participating at each level: _____ Brownie ___ Junior ___ Cadette ___ Senior ___ Ambassador

Troop/Group Leader: _____ Email Address: _____

Address: _____ Phone Number: _____

Troop/Group Treasurer: _____

Email Address: _____

Address: _____

Phone Number: _____

Financial Information

Troop Balance Worksheet:

Beginning Balance	\$_____
Estimate of annual income from dues	\$_____
Fall Product Program income (latest sale)	\$_____
Cookie Program income (latest sale)	\$_____
Additional Income	\$_____
Total	\$_____
Estimate of annual expenses	\$_____
Balance	\$_____
Expected income from money-earning project	\$_____

Leader/Advisor Signature: _____ Date: _____

Comments

Approvals

Approved Not Approved

Service Unit Manager/Volunteer Specialist: _____ Date: _____

Comments

For approval of projects over \$250, submit application to:

Girl Scouts of Orange County
Attn: Program Department-**Money-Earning Application**
9500 Toledo Way, Suite 100 Irvine, CA 92618

Approved Not Approved

Program Department: _____ Date: _____

Comments

Upon completion of project, please complete and return the Report and Evaluation to your Service Unit Manager no later than 2 weeks following the project completion.



Money-Earning Report and Evaluation

GSOC STAFF USE ONLY:
Received _____
If net profit is over \$250, copy to
Fund Development _____

**SUBMIT TO YOUR SERVICE UNIT MANAGER NO LATER THAN 2 WEEKS FOLLOWING THE PROJECT COMPLETION.
SERVICE UNIT MANAGER TO FORWARD TO GSOC PROGRAM DEPT.**

Project Identification

Name of Money-Earning Project: _____ Project Date: _____

Project Location: _____

Project Review

How did your project include the 3 Keys, 3 Processes, and 5 Skills:

Cost of project \$ _____

Amount of money received \$ _____

Net Profit \$ _____

On a scale of 1 to 10 (10 being the best), how successful was this project? _____

What would you have changed to make it more successful?

Troop Number: _____ Number participating at each level: _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassador

Number of girls in your troop/group who participated _____

Project Completion Sign Off

Leader Signature: _____ Date: _____

Address: _____

Email Address: _____ Phone Number: _____