

Girl Scouts San Diego
Money-Earning Project Application

All money-earning and fundraising methods employed by Girl Scout troops/groups must be in keeping with the principles for which the organization stands. (Refer to *Volunteer Essentials*)

- **4+ weeks in advance** - Troop/Group or Service Unit/Cluster must submit application to the service unit team or volunteer support coordinator.
- **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 age level: Daisy (1st grade) Brownie Junior Cadette Senior Ambassador
 Adult in charge: _____ Volunteer title: _____
 Phone: () _____ [day] () _____ [eve] () _____ [cell] 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: describe – Kinder Daisy (0); 1 st Grade Daisy/Brownie (1); Junior (2); Cadette/Senior/Ambassador (3+ additional upon approval)	
1. _____ profit earned \$ _____	3. _____ profit earned \$ _____
2. _____ profit earned \$ _____	4. _____ profit earned \$ _____

Money-Earning Project Information:

Purpose: Describe activity/event monies will be applied to _____ Date of planned activity: _____
Description: What is the project? _____ Targeted Customers: Girl Scouts Daisies <input type="checkbox"/> Brownies <input type="checkbox"/> Juniors <input type="checkbox"/> Cadettes <input type="checkbox"/> Seniors <input type="checkbox"/> Ambassadors <input type="checkbox"/> Adults <input type="checkbox"/> Public <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of advertisement: _____ (attach copy) Is additional insurance required? <input type="checkbox"/> Yes <input type="checkbox"/> 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 # of girls _____ = \$ _____ Cost per adult \$ _____ x # of adults _____ = \$ _____ Projected income \$ _____ - expenses \$ _____ = profit \$ _____

For Internal Use Only: Project is: approved <input type="checkbox"/> disapproved <input type="checkbox"/> comments: _____
Signature/Title _____ Approval date _____

Evaluation:

Actual income \$ _____ - expenses \$ _____ = total profit \$ _____
Actual participation: # of girls _____ + # of adults _____ = total participation _____
Was this a successful project? <input type="checkbox"/> Yes <input type="checkbox"/> No Why or why not? (attach additional sheet if needed) _____

* Attach the pre-approved *Money-Earning Project Application* to your *Annual Troop/Group Financial Report & Equipment Inventory*.

Girl Scouts San Diego
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. (*Volunteer Essentials*)
 - “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 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/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. (Required for attending non-Girl Scout members, i.e. siblings.)
- ❑ *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** - 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.
- 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, 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

Inappropriate money-earning projects:

Games of Chance	Product Demonstrations	Sales generating profits for a specific business/company besides 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, 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 Product Sales, Cookie Sales or Recycling.
 - Kindergarten Daisy Girl Scouts (0) First Grade Daisy Girl Scouts (1) Brownie Girl Scouts (1) Junior Girl Scouts (2) Cadette/Senior/Ambassador 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 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/group girls and parents.

Evaluation:

- Report the actual amount of profits received.
- Discuss challenges and successes with girls. Review Girl Scout National Program Portfolio 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*.
- Enter profits to annual troop financial report