



Date: _____
Troop #: _____
Service Unit: _____
Troop Level: D B J C S A

MONEY-EARNING PROJECT APPLICATION (FUNDRAISING EVENT, DONATION, IN-KIND SERVICES/MERCHANDISE, OR SPONSORSHIP)

Council Use Only
Date Received: _____
Case Number: _____

Complete this form to request approval prior to any fundraising event, donation request or in-kind services/merchandise exceeding \$75, or sponsorship agreement. This form is not required for council-sponsored programs (Fall or Cookie Product Program) or newspaper or aluminum can collections. ***This form must be submitted to GSKH office four weeks prior to project. Final preparations should not take place until approval is granted.***

Money-earning guidelines are below. For full details, see *Volunteer Essentials: Troop Finances*.

- All funds earned through money-earning activities must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations).
- Troops are encouraged to participate in council product programs as their primary money-earning activity; group money earning shouldn't compete with the Girl Scout Cookie Program or other council product programs.
- Girl Scouts discourages the use of games of chance. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by the local Girl Scout council and be conducted in compliance with all local and state laws.
- Girl Scouts' Blue Book policy forbids troops from the direct solicitation of cash.
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business, such as in-home product parties. Any business using the Girl Scout trademark or other Girl Scout intellectual property must seek authorization from GSUSA.
- Group money-earning activities need to be suited to the ages and abilities of the youth and consistent with the principles of the Girl Scout Leadership Experience.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Funds acquired through group money-earning projects must be reported and accounted for by the group according to council procedures.
- Troop funds must benefit all members of the troop equally. Funds cannot be earmarked in individual accounts based on a member's participation in product programs, money-earning activities, or other ways of dividing funds.
- In order for a business or organization to receive a tax-deductible donation receipt, the donation must be submitted to Girl Scouts of Kansas Heartland Corporate Headquarters. The donation will be turned over to the troop/group who secured approval for the donation. Troops/groups that receive donations over \$75 without prior approval may be subject to a processing fee of up to 10 percent of the donation amount.

Leader/Advisor Name: _____
Address: _____ City: _____ Zip Code: _____
Day Phone: () _____ Alternate Phone: () _____ Email: _____

Pre-Requisites: *(all three pre-requisites are required; troop must not have an outstanding financial obligation to the council)*

The troop/group has completed: *Prior year Finance Summary* *Most recent Fall Product Program* *Most recent Cookie Program*

Project type(s): **Fundraising Event** **Donation or In-Kind Services/Merchandise** **Sponsorship**

What is the purpose of the project? How will the funds earned, donation(s) received, or sponsorship benefit the troop/group?

Adult volunteers helping with the project: _____

Current balance of funds: \$ _____ Amount needed: \$ _____ Anticipated profit for this project: \$ _____

Fundraising Event Details:

If income from council-sponsored product program isn't enough to fund a troop/group's plans, services such as collections/drives, food/meal events, specialty classes, or other service-oriented activities may be provided for a fee. See Volunteer Essentials: Troop Finances for specific ideas and guidelines. Please attach copies of all marketing materials. **If the event will be offered specifically to Girl Scout members (i.e. Badge Workshop), use the Event Application instead.** Supplemental insurance may be required to cover non-members who participate in the fundraising event. Once the fundraising event is approved, this may be purchased by calling 888-686-MINT.

Name of Event: _____

Event Date and Time: _____ Location and address: _____

Fee and method of collecting money: _____

Event Description: _____

Certified First Aider/CPR (proof attached): _____

Donation or In-kind Services/Merchandise Request Details:

Community organizations, businesses, religious organizations, and individuals may donate to troops/groups. In-kind donations or financial contributions exceeding \$75 require prior approval. The donation must be submitted to GSKH so we may send a tax receipt and an acknowledgement of the donation. The donation will be turned over to the troop/group who secured approval for the donation.

PERSON/GROUP/BUSINESS (include address, city, state, zip)	TYPE OF DONATION (cash or in-kind)	AMOUNT/VALUE	OFFICE USE: (approved/denied)
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

Sponsorship Details:

Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, provide activity materials, or loan equipment. Sponsorships valued at \$75 or more require prior approval.

Contact: _____ Organization: _____

Address: _____ City: _____ Zip Code: _____

Day Phone: () _____ Alternate Phone: () _____ Email: _____

We will ask the sponsor named above to sponsor the troop/group for the following time period ___ / ___ / ___ to ___ / ___ / ___.

The sponsor will provide (be specific): _____

Leader Acknowledgement of GSKH Policies for Money-Earning Projects:

I have read all Girl Scouts of Kansas Heartland policies and procedures in regard to supplementary money-earning projects (Volunteer Essentials: Troop Finances) and verify that all information on this request is accurate and in accordance with GSKH policy. Collected funds will be deposited into the troop/group treasury and used to benefit the Girl Scout troop/group. Funds will be reported on the troop/group's yearly Finance Summary.

Leader/Advisor Name

Leader/Advisor Signature

Date