



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 sales (Fall Opportunity Sale or Cookie Sale) 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 Chapter 5: Managing Group Finances*.

- Money-earning projects must support Girl Scout program experiences such as camp, travel, and/or program events.
- Participation in council-sponsored product sales is required before additional money-earning projects will be approved.
- Money-earning projects shouldn't compete with the council-sponsored product sales or other council fundraising activities.
- Troops may not apply for donations from Community Foundations or United Ways. *Exceptions may be considered in communities where the council is not soliciting these organizations.*
- Girl Scouts are not allowed to solicit money on behalf of another organization when identifying themselves as Girl Scouts. *Rather than raising monetary donations, girl members may support other organizations through community service, Take Action Projects, and Higher Awards.*
- Girl Scouts forbids the use of games of chance, product-demonstration parties or commercial products.
- Funds acquired through money-earning projects must be reported and accounted for by the troop/group on their annual Finance Summary.
- 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 sales, 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 Opportunity Sale* *Most recent Cookie Sale*

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 sales 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 Chapter 5 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 (include details in space provided):

- Meeting Place _____
- Annual Membership Fee(s) _____
- Girl Scout Curriculum _____
- Other _____
- Equipment _____
- Uniform Components or Badges _____
- Activity Materials _____

Once approved by GSKH, a Sponsorship Agreement will be sent to the Leader/Advisor to be signed by the Sponsor and the Leader/Advisor. A copy of the signed Sponsorship Agreement should be sent to GSKH. Additional copies should be maintained by the Sponsor and the Leader/Advisor.

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 Chapter 5: Managing Group 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