

CONTRIBUTION/SOLICITATION REQUEST PROCESS

*Contribution/Solicitation requests provide additional monetary support to Senior and Ambassador Girl Scouts working on Gold Award projects. An individual/troop/group/ region community may ask or receive donations of in-kind gifts, to provide various opportunities to explore new Girl Leadership learnings and to support service or Take Action projects. **Only girls working on Gold Award projects may solicit financial donations of cash or checks.***

To be eligible the following qualifications must be met:

- *Be a registered member of GSUSA and be in good standing with GSSJC*
- *Troops need at least two active registered troop leaders and at least five registered girls*
- *Participated in the last two product sales (exceptions will be made for first year troops)*

1. A GSSJC troop leader/volunteer/girl is made aware of a contribution/solicitation opportunity offered by a donor and completes submission of the necessary documents required by the donor.
2. The troop leader/volunteer/ girl also submits Form F-30A, *Contribution/Solicitation Request* for approval of solicitation **prior** to approaching donor. The contribution/solicitation application will not be processed without the entire form filled out completely. Girls soliciting for Gold Award projects will send the form to goldaward@sigs.org. Girls and troops submitting for Bronze and Silver Award projects will submit to silveraward@sigs.org or bronzeaward@sigs.org. General troop or community requests are submitted to the Volunteer Experience Manager (VEM)*. Special interest group or region requests are submitted to their staff partner. An email or phone call will be made by the manager to the volunteer or girl outlining what is needed to process the request, if anything is missing.
3. The manager will verify approval steps for troop/volunteer/girl contribution request.
 - a. Once confirmed, the manager verifies the troop/group has at least five members in the troop and that the applying party is a registered member of GSUSA. For Gold Award and Silver Award projects, the manager will verify approval of the project.
 - b. The manager will confirm with the Product Sales Department that the troop/group/girl participated in the most recent cookie and fall product sales. Exceptions will be made for first year troops/groups.
 - c. The manager will forward Gold Award project requests to the Development Director in Fund Development Department to ensure no affiliation or strategy conflict prior to processing of application. Crowdfunding, such as Go Fund Me pages, cannot be approved.
 - d. The VEM will deliver the completed and verified form to the Volunteer Experience Director for review and approval. The Volunteer Experience Director will return the reviewed and status approval form to the VEM.
4. VEM and Community Leadership Team volunteer will communicate written approval status to the troop or group for in-kind gifts.
5. Financial donations for Gold Award projects are sent to GSSJC and made out to the council. When an in-kind contribution is confirmed/received by the troop/group/girl, they will notify their VEM or Highest Awards manager and provide a copy of the approved request.

- a. When all compiled documentation is received, and confirmed, an acknowledgement letter will be sent by the GSSJC Fund Development Department to all donors who make a contribution valued at \$25 or more. This letter is accepted by the US Internal Revenue Service to serve as an official tax deduction document. Such a letter may be provided to a donor for a contribution less than \$25, upon request from the GSSJC Development Service Manager. Request should be sent to donate@sigs.org.
 - b. Contributions valued at \$250 or more receive recognition per the donor services office processes.
6. For monetary contributions received by council, the Highest Awards manager will complete a GSSJC check request, and submit it and all appropriate documentation to the Accounting Department. Please allow 30 days for the Council to process financial requests and to distribute to the applicant.
 7. Accounting Department processes the check request and mails to the girl.

* In the event a VEM is unavailable, the Volunteer Experience Director can offer support.

Please note: All approval status can be appealed according to the Ways of Work, F-433, Policies and Operation procedures.