

Guidelines and Application for GSSJC Money Earning Projects for Troops/Groups and Individual Girls

Helping girls earn and manage money are valuable skills integrated within the Girl Scout Leadership Experience (GSLE). Girls in troops/groups and individual girls help to finance their activities, with guidance from adult volunteers. The first efforts to earn money should be through Council-sponsored product sales and dues. Occasions may occur when additional funds are needed to meet financial goals for camping, travel, Highest Award and other planned GSLE programs.

To be eligible for approval of a girl-organized money earning request, applicant(s) must:

- be registered member(s) of GSUSA.
- be Junior level or higher.
- have participated in the last two product sales (exceptions will be made for first year troops).
- have the most recent troop/group financial report (F-31) on file at the Council, as of the May 31st deadline.
- submit the money earning application along with any marketing materials designed for the activity at least 6 weeks in advance of the activity.
- submit acceptance of trip for Destinations funding and project proposal approval for Silver Award and Gold Award project funding

Level Specific

Girl Scout Daisy and Brownie Troops may participate only in Council-sponsored Fall Product and Cookie Sales.

Girl Scout Juniors, Cadettes, Seniors and Ambassadors may apply for additional money earning opportunities, in addition to Council's Fall Product and Cookie Sales.

Guidelines

Because GSUSA and GSSJC are designated as non-profit, 501(c)3 organizations, **money earning activities** must follow certain governmental and administrative guidelines. Strict attention is given to IRS*, GSUSA and GSSJC policies and restrictions regarding **money earning activities**.

- All requests for money earning activities must be submitted on the F- 32 application form, at least six weeks before the activity, to the appropriate Community Leadership Team or to the volunteer experience manager for girls and troops in council-managed Communities.
- Product sales proceeds are to be used for the benefit of the entire troop. Individual girl accounts or credits are not allowed, based upon IRS guidelines*
- All benefits provided from any money earning activity are to be used for Girl Scout mission-related activities, such as travel, camping, Highest Awards and events*
- Money earning activities that involve approaching the public, such as car washes or garage sales, may not occur during the Council-sponsored Fall Product and Cookie Sales. Activities that are designed for a Girl Scout audience, like a badge workshop or a Daisy Day, will be permitted.
- Funds earned by an individual girl through approved money earning activities must be applied to a Silver or Gold Award project or GSUSA *Destination*
- Girl Scout funds cannot follow the girl outside of the Council, such as for college scholarships or council-to-council transfers.
- Participation by girls is voluntary.

- Girls must be involved in the planning and implementation of the project.
- Participation in the last two product sales is required. (exceptions will be made for first year troops)
- *Volunteer Essentials* and *Safety Activity Checkpoints* should be consulted to ensure compliance with Girl Scout policies and standards.
- It is required that all money earning guidelines and business ethics are respected, as reflected in the *Promise and Law*.

Disregard for IRS restrictions could impact the tax-exempt status of GSUSA and GSSJC.*

Examples of Permitted Money Earning Activities

Babysitting	Pet walking
Badge workshop	Recycling
Car wash	Talent Show/Concert
Carousel Troop Host	Troop/Group dramatic production
Flower or plant sale (Spirit mums, mistletoe)	Product proof-of-purchase redemption program for nonprofits (e.g., saving labels, bottle tops, to redeem for cash)
Garage sale	Sales of commercially produced items including prepackaged food such as chips and sodas
Gift-wrapping booth	
Girl-Made-Goods sale (not involving food)	
Household/community service	
Pet show	

Examples of Money earning Activities That Will NOT Be Approved

- Crowdfunding, such as a GoFundMe page
- Games of chance, such as raffles, lottery, scratch-offs, Casino Nights, sports pools, etc.
- Any activity that could endorse a particular product, business or political affiliation.
- Product demonstrations, such as Tupperware, Mary Kay, jewelry parties, etc.
- Money earning activities involving the handling of food, such as bake sales, barbeques, dinners, etc.
- Sales designed to generate profits for a specific business/company, such as Papa John's, Double Dave's, Chick-fil-A, etc., including Spirit Nights and sale of coupon books.
- Any fundraiser for any other organization unless the fundraising program has been approved by the GSSJC Board of Directors or GSUSA.
- Any activity that uses unauthorized trademarked or copyrighted material, such as Disney characters, song lyrics, etc.
- Money earning activities for individual girls unless designated for GSUSA Destinations or Silver/Gold Award projects.

Approval status can be appealed, per the Ways of Work, F-433- Policies and Operation Procedures. However, the money earning activity does not occur unless the decision is overturned.

Procedure

1. Troops/groups or individual girls, with adult guidance, make decisions to earn additional funds for a future activity. Girl-planning is included in all aspects of the money earning efforts.
 - a. If the money is being earned for a future trip, the adults in charge should review Council information on trip planning, including required forms and permissions for Girl Scout trips.
 - b. Girl members who plan to earn money to use for their Silver or Gold Award project or to attend a Destination may request guidance and assistance from the GSSJC Girl Experience Department.
2. Girls and adults are encouraged to become familiar with different types of money earning activities and the money earning approval process.
3. Girls with adult guidance select a money earning activity. *Volunteer Essentials* and *Safety Activity Checkpoints* are resources available to ensure efforts are within IRS, GSUSA and GSSJC guidelines.
4. When a money earning activity is chosen, the F-32 is submitted to the appropriate Community Leadership Team (CLT), or the volunteer experience manager for council-managed Communities, 6 weeks in advance of the activity. Included with the F-32 are all marketing materials, such as flyers or social media verbiage, to be used in promotion of the money earning activities. When applicable, submit acceptance of trip for Destinations funding, intent form approval for Silver Award project funding, and project proposal approval for Gold Award project funding.
5. When received, the CLT or volunteer experience manager (VEM) carefully reviews the money-earning application to ensure criteria is met for approval. The VEM will serve as a resource if the CLT has questions about the criteria.
 - a. Following approval or denial of activities, the Community Leadership Team or VEM notifies the applicant by email.
 - b. The CLT is responsible for ensuring that a copy of the signed application is sent to their VEM once they have notified the applicant of their status.

If you do not know your community, please search by your home address on the [GSSJC Community Map](#). To determine who your Volunteer Experience Manager is, you can check [here](#) on the Online Community.

6. After approval, the money earning activity can be conducted.
7. Expenses and income from the event are reported on the troop's/group annual financial report for any troop money earning activity.

You must obtain approval from your Community Leadership Team or Volunteer Experience Manager prior to completing a money earning activity.

I understand that for this application:

- Girls **must** be involved in the planning and implementation of this project.
- The volunteer leader/caregiver for the activity must be an active member in good standing with GSSJC.
- Funds earned must be used for GSLE-centered activities and benefiting all girls, if troop activity.
- Crowdfunding, such as a Go Fund Me page, is not an approved method to earn money.

Application check list prior to submission:

- Participated in the last two product sales? Fall Product Sale Cookie Sale 1st Year Troop
- The most recent troop/group financial report (F-31) is on file with Council and the Community. (Does not apply to individual girls.)
- If more than one troop is participating, all troop numbers are included.

Troop/Group# _____ Community _____ Girl Scout Level/s _____

Names of All Participating Girls _____

Volunteer Leader/Caregiver Name _____

Phone Number _____ E-mail _____

Describe Planned Activity _____

Date(s) of planned event _____ Location of Activity _____

Anticipated Earnings _____ Purpose for Funds Earned _____

If this project is not approved, how will the girls be impacted? _____

Marketing materials attached

Agreement: *As the adult in charge of this money earning activity, I have reviewed money earning guidelines in the current issue of Volunteer Essentials, and I assume the responsibility to make sure that this money earning activity meets federal, state, and local laws and ordinances, including health department criteria; that it complies with GSUSA and GSSJC policies, standards, guidelines, and ways of work; that trademarks and copyrights are respected; that any items selected for sale are appropriate and safe; that I will wait until I have received permission from the Community as outlined in money earning guidelines before beginning the planned activity; and that I will report the outcome of this activity, including funds earned on the annual financial report, where applicable.*

Printed Name _____ **Date** _____

Signature _____

This activity application has been approved or not approved.

Reason activity not approved _____

CLT/ VEM Signature _____ **Date** _____

I certify that all activity verification has been completed prior to approval status.

CLT: Send a copy of this application to VEM once applicant is notified of their status.