

Money Earning Project Standards

1. The need for funds is well established.
2. Obtain permission from the Director of Business Services before launching any money earning project. This approval is given in writing when the troop leader or other registered applicant has filled out and submitted the Money-Earning Application.
3. Each girl's participation is voluntary and permission must be obtained in writing from a parent or guardian. Troops should be sensitive to individual girl's family beliefs, responsibilities, and ability. Girl Scouts is an inclusive organization and every opportunity should be extended to allow each girl to support the troop to the best of her ability.
4. Troops may participate in money-earning projects where they are the sole beneficiary of proceeds after participating in both Council-sponsored money-earning programs (Fall Product Sale and Cookie Sale). See *GSNEO Board Finance Policy August 2009*
5. If the planned money earning project is on an on-going nature, permission to continue the project must be renewed each year, month or applicable cycle.
6. The project must be suitable to the ages and abilities of the girls and be planned and carried out by the girls.
7. The project must not include direct solicitation of cash, endorsement or resale of a commercial project, or endorsement or promotion of another business or organization.
8. GSUSA and GSNEO guidelines must be reviewed and followed, including girl/adult ratios at all times. See current version of *Volunteer Resource Guide*.
9. Paid advertisement to promote or publicize the event is prohibited.
10. All rules, laws and ordinances for the location the project is to take place in must be followed. Do not enter into any agreements to conduct a project prior to GSNEO approval.
11. Raising money by adults through sales or events in the name of a Girl Scout troop is not permitted.
12. Girls are not allowed to make a direct solicitation for cash. Gifts of money may be accepted, but the donations will not be tax deductible unless the funds are forwarded to the fund development office at GSNEO, which will acknowledge the gift to the donor, and then forward a check to the troop for the donated amount. Contact the Director of Fund Development for more info.
13. There shall be no money earning projects during the 3 weeks of direct booth sales during the annual cookie sale program. For specific dates annually contact the Product Sales Manager at cookies@gsneo.org.
14. As representatives of Girl Scouts, troops/individual shall not take part in fundraising for other organizations. Troops/individuals may support other organizations through service projects. If an individual or group of girls choose to participate in fundraising for other organizations, they are doing so as individuals, not as representatives of Girl Scouts of the USA or GSNEO. Girls may opt to donate a portion of their troop treasuries to organizations or projects they consider worthwhile.
15. Troop money earning projects should be conducted in the name of the troop and monies earned are considered troop funds. These monies are never to be given to or in the name of individual girls or adult members. Troop funds belong to the entire troop, and decisions on utilization of these funds should be made through the troop's system of girl self government.
16. Girls working on higher level Girl Scout Awards, Silver Award and Gold Award, may conduct money-earning activities to support their final projects. See Silver/Gold Money Earning Project Request Form and Standards.
17. There are many resources online for ideas for money-earning projects. Approved money-earning activities fall into two categories:
 - making a product to sell or
 - providing a service such as gift wrapping, babysitting, etc.

Examples: Troops may not run a concession stand and resell commercial products like bags of chips, candy bars or cans of pop/water. However they may hold a bake sale where the girls make cupcakes, lemonade or hot chocolate.

Money Earning Project Request — Troops may participate in approved money-earning activities in which they are the sole beneficiary of the profit after they have supported GSNEO through participation in both council-sponsored product sales. *08/2009 GSNEO Finance Policies*

Please submit at **least 4 weeks** prior to planned start date:
Keep a copy for your records.

Girl Scouts of North East Ohio 08/2011
 Director of Business Services
 One Girl Scout Way Macedonia, OH 44056-2156
 Email: mlove@gsneo.org
 330-864-9933 800-852-4474 fax: 330-467-1901

Project Information

Service Unit: _____ Troop/Group # _____ Program Level D B J C S A
 Leader's Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (_____) _____ Cell: (_____) _____
 Email: _____
 # of girls in troop: _____ # of girls participating _____
 Explain type project you are requesting permission to undertake: (explain on reverse if more room is needed. BE SPECIFIC!)

 We expect to earn \$: _____ To help with our plans for _____

Locations, Dates & Times:

Date(s) of proposed money-earning project: _____
 Site of project: _____
 Do you have permission from the proper site authorities to do your project?
 YES: List contact name, position, contact info NO: When do you plan to seek permission?

We have had _____ other money-earning projects this year. Current balance in troop bank account \$ _____
 Our troop/group participated in the fall product sale as of _____ and earned \$ _____ profit.
 Our troop/group participated in the cookie sale as of _____ and earned \$ _____ profit.
 I've read & understand the Money Earning Project Standards. **Leader Signature** *X* _____ **Date** _____

GSNEO APPROVAL - do not write below this line

Approved Not Approved
Director of Business Services *X* _____ **Date** _____
J _____ *J* _____ *J* _____

Report of Funds Earned - return this portion to your Service Unit Director within 10 days after the project. Keep a copy for your year-end Financial Report.

Project Name & Date: _____ Troop/Group # _____
 Total Amount Earned: \$ _____ - Cost of Materials: \$ _____ = Net Profit to Troop \$ _____
 These funds were place in account # _____ at _____ bank.
Leader Signature *X* _____ **Date** _____