

## GUIDELINES AND REMINDERS FOR MONEY-EARNING

Money-earning projects require advanced planning. Guidelines are adapted from those provided by GSUSA in the *Blue Book of Basic Documents* and *Volunteer Essentials*.

Money-earning projects are planned when the Troop/Service Unit treasury and projected Product Sales income is not enough to cover the expenses for an activity, based on the realistic and detailed budget prepares for the activity.

### **Guidelines**

- Participation in **both** Product Sales programs (Sweets & Treats and the Cookie Program) is required to receive approval for additional money-earning projects.
- Money-earning projects involve girls providing a service or selling an item they have made.
- Girl Scouts (girls and volunteers) **cannot** directly solicit cash from people, businesses, or organizations.
- Girl Scouts **cannot** solicit or raise money for another organization or business; Girl Scouts must be the sole beneficiary of a project. Projects where a business donates a percentage of profits are not allowed.
- Income from money-earning projects and grants never becomes the property of individual girls or adults; it must be held in the Troop's/Service Unit's account and used only for expenses for Girl Scout activities. Income from money-earning projects must be reported on the Troop's/Service Unit's Finance Report.
- Girl Scout Daisies can participate in one additional money-earning project outside of Product Sales.
- Permission must be received **BEFORE** ordering any products or scheduling the event or activity, or before any paperwork is submitted to a grant funder.
- The onset of the Sweets & Treats Program through the payment date (roughly October through November) and the beginning of initial ordering through the payment due date for the Cookie Program (roughly February through March) are **black-out periods** for additional Money-Earning activities. Contact [Volunteering@girlscoutsneny.org](mailto:Volunteering@girlscoutsneny.org) to discuss exceptions during the black-out periods.

### **Reminders**

- Be sure to list the amount you hope to earn from your money-earning project or receive from a grant on income section of the project budget.
- If the request is for a Service Unit instead of a Troop, or a money-earning project instead of a grant, you may skip or mark some items "N/A" (such as Troop #).
- Girls should be included or lead the choosing of, preparing for, and execution of the money-earning project, as appropriate for their ages and abilities. (See *Volunteer Essentials* for more details.)
- Please submit your form one month in advance of your planned money-earning project to ensure time for review.

### **Submission of Request**

1. Complete your form with as much detail as you can. Online submissions are preferred! The online form can be found at [www.girlscoutsneny.org/MoneyEarningForm](http://www.girlscoutsneny.org/MoneyEarningForm).
2. Submit it at least one month prior to the project date to the correct person/department. Staff will ensure forms [submitted online](#) go to the correct person for review, saving you time!
  - All Grant requests are submitted to [Give2GirlScouts@girlscoutsneny.org](mailto:Give2GirlScouts@girlscoutsneny.org)
  - Higher Award project requests are submitted to [Goldaward@girlscoutsneny.org](mailto:Goldaward@girlscoutsneny.org), [Silveraward@girlscoutsneny.org](mailto:Silveraward@girlscoutsneny.org), or [Bronzeaward@girlscoutsneny.org](mailto:Bronzeaward@girlscoutsneny.org)
  - Council-level international travel requests are submitted to [travel@girlscoutsneny.org](mailto:travel@girlscoutsneny.org)
  - Troop requests are submitted to the Service Unit Manager
  - Service Unit requests and requests for troops where the leader is also the SUM are submitted to [Volunteering@girlscoutsneny.org](mailto:Volunteering@girlscoutsneny.org)
3. Staff or volunteer verifies participation in **both** Product Sales programs, then reviews the request.
4. Decision will be communicated to the applicant. If the request is denied, the reason why and possible suggestions will be communicated. A money-earning project may be edited and resubmitted in that case; the request **must still be approved before** the money-earning project may take place.



# MONEY-EARNING REQUEST FORM

**\*SUBMIT ONE MONTH BEFORE STARTING PROJECT OR BEFORE GRANT DEADLINE**

Money-Earning Project

Grant Application

Date \_\_\_\_\_ Service Unit # \_\_\_\_\_ County \_\_\_\_\_

Troop#/Group \_\_\_\_\_ Girl Scout level \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Email address \_\_\_\_\_

Balance in group treasury at present date: \$ \_\_\_\_\_ Troop dues: \$ \_\_\_\_\_

We have participated in:  Sweets & Treats Program  
 Girl Scout Cookie Program  
 other money-earning projects: \_\_\_\_\_  
\_\_\_\_\_

### ***Money-Earning Project Information***

*(How you will earn the money)*

Outline of money-earning project (what you will do, timeline)

This is a grant request. The grant funder's contact information is: \_\_\_\_\_  
\_\_\_\_\_

How are girls involved in planning/implementing the money-earning project?

100% of the funds raised from this project will benefit Girl Scout activities.

**Girl Scout Leadership Experience-Related Activity Information**

*(How you will spend the money)*

Troop/Group Project

GSNENY Program Activity

Higher Award project

Name of activity the funds will support: \_\_\_\_\_

Date(s) of activity \_\_\_\_\_

Approximate number of girls participating \_\_\_\_\_

Adults participating \_\_\_\_\_

How are the girls involved in planning and implementing the Girl Scout Leadership Experience activity?

Why did you plan this activity?

How many people will be affected by the activity?

If this is a grant request, which specific expenses will the grant funds cover?

**Discover, Connect, Take Action:**

What will the girls discover through this activity?

Who will the girls connect to or how will the girls strengthen their connection to each other?

What will the girls learn by taking action?

How and when will you evaluate that these goals were achieved?

# BUDGET

(Please be sure to list how much you expect to get from this money-earning project. If needed, list additional details on a separate page. Include both expenses and income for the project as detailed on the two previous pages.)

Description of Expense Items (What are you spending the money on?)	Amount
Materials and Supplies	
Food & Beverages	
Printing/Marketing	
Postage	
Venue Fee	
Transportation Rental	
Gas	
Tolls	
Lodging	
Other Travel Costs	
Insurance	
Other	
TOTAL	

Description of Income Items (How are you paying for the expenses above?)	Amount (must be =/< expenses)
Troop contribution from treasury (Troop dues, product sales income)	
Service Unit contribution from treasury (product sales income)	
Program Fees	
In-Kind Donations	
Money-Earning Projects	
Grants	
TOTAL	

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Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied    Signed by  Volunteer name: \_\_\_\_\_ Date \_\_\_\_\_

GSNENY staff name: \_\_\_\_\_