

Money Earning and Awards

Are you working towards a Leadership or Highest Award and need some money or supplies to make it happen? Ensure that your award will be a success by following these guidelines to keep things running smoothly.

What is Supplemental Money-Earning?

Supplemental Money Earning activities are all money-earning activities that girls participate in other than Fall Product Sales and Girl Scout Cookie Sale to support Girl Scout activities. Additional Money Earning events should be an experience that gives girls the opportunity to develop self-confidence and to practice and develop skills in goal-setting, budgeting, marketing, and customer relations. Read the GSWCF and GSUSA policies and standards in Volunteer Essentials regarding money earning online at: <https://www.gswcf.org/en/volunteers/VolunteerEssentials.html>

General Projects:

Projects may be funded by troop/ group through Troop/Group Cookie Sales, Troop/Group Fall Product Sales, Troop/Group Supplemental Earning, family donations, business donations or girl contributions. Project budget is not to exceed \$750 dollar value. (It is recommended that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible)

Leadership Awards:

Projects may be funded by troop/ group through Troop/Group Cookie Sales, Troop/Group Fall Product Sales, Troop/Group Supplemental Earning, family donations, business donations or girl contributions. Project budget is not to exceed \$750 dollar value. (It is recommended that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible)

***For projects that require a donor acknowledgement letter for contributions to the troop please refer to the Troop Sponsorship Requirements.**

Supplemental Money Earning for Highest Awards Only

Bronze:

Projects may be funded by troop through Troop/Group Cookie Sales, Troop/Group Fall Product Sales, Troop/Group Supplemental Earning, family donations, business donations, or girl contributions. The troop or girl can apply for youth service grants. The Grant Manager must review grants prior to submission. Please submit grant proposal to Girl Scouts of West Central Florida's Grant Manager at least 4 weeks in advance to funddevelopment@gswcf.org. The Project budget is not to exceed \$750 dollar value . Any unspent donations listed in the supplemental form must be designated towards the project. (It is recommended that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible)

Please submit this form to troop consultant and/ or Service Unit Managers for approval.

Silver:

Projects may be funded by Troop/Group Cookie Sales, Troop/Group Fall Product Sales, Troop/ GS Community donations, Troop/ Individual girl Supplemental Earning, family/friend donations, business donations or girl contributions. The troop or girl may apply for youth service grants. The Grant Manager must review grants prior to submission. Please submit grant proposal to Girl Scouts of West Central Florida's Grant Manager at least 4 weeks in advance to funddevelopment@gswcf.org. The Project budget is not to exceed \$5,000 dollar value, when the budget is over \$2,000 the project will need to be reviewed by the High Awards Coordinator at silveraward@gswcf.org. The supplemental form with anticipated budget must go to the High Awards coordinator. All receipts should be kept for all expenses and turned in with project final. Any unspent donations listed in the supplemental form must be designated towards the project. (It is HIGHLY recommended that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible).

If project is under \$2,000, please submit form to troop consultant and/ or Service Unit Managers for approval. If over \$2,000, please submit to High Awards Manager at silveraward@gswcf.org for approval.

Gold:

Projects may be funded by Troop Cookie Sales, Troop Fall Product Sales, Troop/ GS Community donations, Troop/ Individual girl Supplemental Earning, family donations, business donations, youth-service grants or girl contributions. Project budget does not have a value cap-the sky is the limit! Budget must be reviewed by the High Awards Coordinator at goldaward@gswcf.org regardless of dollar amount. Any unspent donations listed in the supplemental form must be designated towards the project. All receipts should be kept for all expenses and turned in with project final (It is HIGHLY recommended that no more than 1/3 of the estimated budget be contributed by the individual girl, if possible.)

Please submit form directly to goldaward@gswcf.org

Policies Regarding Supplemental Earning

- Money-earning activities need to be age appropriate, suited to the abilities of the girls, be agreed upon by the girls as part of their overall budget and be consistent with the goals and standards of Girl Scouting as presented in Volunteer Essentials and the Blue Book of Basic Documents.
- The Girl Scout Cookie Sale and Fall Product Sale are the primary money-earning activities in which girls can participate. Troops and Individual girls must participate in at least one or more council sponsored product programs, within the same or previous girl scout year of the start of their project/ Highest Award, in order to request a supplemental money earning as these programs educate the girl in financial literacy and entrepreneurship. Money Earning activities can be held by the troop any time of the year but may not compete with council product programs.
- Supplemental Earning Forms must be submitted a minimum 4 weeks prior to the money earning event. Projects may not be approved if there is a conflict with existing council wide events, above the approved limit, policies or procedures on money-earning. Forms are attached to this document.
- Troops may only participate in two Supplemental Earning projects during a membership year for Leadership Awards, Bronze Awards or other General projects. The number of Supplemental Earning projects allowed for girls participating in the Girl Scout Silver Award will be determined on a case by case basis by the Troop Consultant or Service Unit Manager and the High Awards Manager overseeing those awards.
- The number of Supplemental Earning projects allowed for girls participating in the Girl Scout Gold Award will be determined on a case by case basis by the girl's Gold Award Coach assigned to the girl and High Awards Manager, overseeing those awards.
- Girl Scouts forbids use of games of chance, the direct solicitation of cash by girls, and product-demonstration parties. (NO Bingo, Raffles, penny drives, etc.) This is a violation of our IRS Tax Exemption status and Florida State law.
- If you plan on soliciting to businesses and individuals for donations, please fill out a Supplemental Money Earning form and attach a list of businesses/individuals you wish to approach and the amounts/items you are requesting.
- Crowdfunding: Only allowed for Gold Awards with a project budget over \$2,000. Please submit jotform for approval an council will generate crowdfunding link for girl to share. Funds will be disbursed upon girls request or upon reaching specified donation amount. Any amount above the specified donation will return to council.
- All money donations or grant funds for projects with a budget less than \$2,000 should go directly to troop or to Service Unit if girl is an independent with a note for {name} Award Project. The troop or Service Unit will then cut a check to the girl for project expenses. If project exceeds \$2,000 then all money donations or grant funds for project will go to Girl Scouts of West Central Florida and mailed to Girl Scout office, Girl Scouts West Central Florida, Attn: Accounting Department 4610 Eisenhower Blvd. Tampa, FL 33463. Council will then cut a check or send a transfer to the troop or Service Unit who will then issue funds for the girl for project expenses.
- If you plan on applying for youth- grants for your project outside of council (GS Silver and Gold Awards ONLY), pre- approval to apply is required. Please send application for review to funddevelopment@gswcf.org for review prior to submission. All grant money must be sent to council first. Council will then cut a check to the girls' troop or Service Unit who will issue funds to the girl for project expenses. Troops and Service Unit should follow Troop Finances found in Volunteer Essentials.
- Girls can't make the "ask" for money or In-Kind donations as members of Girl Scouts. This asking is considered fundraising by the IRS and Girl Scout policy states adults are the only people who can raise money for Girl Scouting thus, girls need to partner with adults to seek donations. Girls can describe their projects to others, write a letter, create a PowerPoint presentation, or write the grant, but an adult has to make the actual "ask" and sign on the dotted line.

Money Donations to Others

- Girl Scouts are not allowed to solicit money on behalf of another organization when identifying themselves as Girl Scouts by wearing a uniform, a sash or vest, official pins, and so on. This includes participating in a walkathon or telethon while in uniform. However, you and your group can support another organization through Take Action projects. Girl Scouts as individuals are able to participate in whatever events they choose as long as they're not wearing anything that officially identifies them as "Girl Scouts."
 - Example: Girls can't have a bake sale and tell people that they are giving the proceeds to a homeless shelter for meals, ask for pledges for a walk-a-thon to benefit breast cancer research, or hold a benefit dance to raise money for Sally's kidney operation.
- Girls CAN hold a money earning activity to raise funds to purchase supplies or in-kind donations for their specific project. However, the girl (s) must have council permission for any Supplemental Earning (see above). Any remaining funds must be fully utilized on the specified project.

Supplemental Earning Ideas

Reminder: All Girl Scout activities must meet Safety Activity Checkpoints and Volunteer Essentials and be approved by council.

- Provide childcare at special events during the holiday season or community events. (Be sure to have an adult or girl trained in First Aid/CPR present.)
- Recycle aluminum cans. (How about a community can-a-thon? Involve small businesses as well as families.)
- Host a Girl Scout event: Daddy daughter dance, Barn dance, Juliette Gordon Low birthday bash
- Put on a gigantic garage sale
- Have a bake sale
- Offer clown activities and face painting at family events or malls
- Wrap gift packages
- Provide classroom or home birthday parties on order
- Have a dog wash, car wash, or window wash
- Create jewelry, accessories or crafts and sell them at a local fair, to friends or neighbors
- Pet walking and pet care
- Babysitting
- Lawn mowing, leaf raking
- Recycling
- Tutoring younger kids
- Providing respite care for family caregivers
- Refereeing sports games
- Creating hand-made greeting cards
- Providing a calligraphy service for addresses on special invitations
- Provide holiday decorating services
- Teach dance, sewing or other activity

Supplemental Money- Earning Permission Request

This form is to be used when a troop/ group plans a supplemental money-earning project to help finance a trip or major project. All request forms should be submitted to your Troop Consultant and/ or Service Unit Team.

This form must be submitted for approval a minimum of 4 weeks prior to the project.

Troops must participate in both council product sales programs (Fall Product and Cookie Sales) in order to conduct supplemental money-earning projects.

Troop/ Group # _____ Troop Leader Name _____ Date: _____

Service Unit: _____ Telephone #: _____ Email: _____

Program Age Level: _____ Describe the Program Activity for which additional funds are needed. If funds are for a planned trip, include the trip destination and planned date: _____

☐ Brownie

☐ Junior

☐ Cadette

☐ Senior

☐ Ambassador

Note: Supplemental money-earning projects that conflict with product sales are not allowed.

Projected Money-Earning Project: _____

Proposed Date(s): _____

1. Projected Troop/ Group Income:

Money Earning Activity:	Estimated Income	Actual Income
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Fall Product Sale	\$ _____	\$ _____
Cookie Program	\$ _____	\$ _____
Troop Dues	\$ _____	\$ _____
TOTALS	\$ _____	\$ _____

Projected Troop/ Group Income Total

\$ _____

2. Projected Money-Earning Project Expenses:

Specific Expenses- Describe:	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTALS	\$ _____

Projected Money-Earning Expenses Total

\$ _____

3. Total Anticipated Profit
(income less expenses)

\$ _____

We have read the Girl Scouts of West Central Florida policies and standards in Volunteer Essentials, Managing Group Finances. We have discussed our money-earning activity plan with the parents/ guardians in our troop and have secured their support for these activities. We acknowledge that the sale of non-Girl Scout manufactured items is prohibited and that troops/ groups must participate in both Council product programs in order to conduct supplemental money-earning projects.

Troop/ Group Girl Rep. Signature _____

Date: _____

Troop/ Group Adult Signature _____

Date: _____

Position: _____

For Troop Consultant Use

Money- Earning Project Approved _____ Money- Earning Project Not Approved _____ Date: _____

If not approved the reasons are _____

Troop Consultant: _____

Section 1: Estimated Expenses. List all items/supplies you will need for your project and estimate their costs. This includes items such as lumber, landscaping supplies, building rental fees, and other materials. Even items that you hope to get donated should be listed here along with their value. You may estimate the value if you do not know the actual value. List the total amount for all items/supplies to be purchased or donated in Box A.

Section 2: Estimated Income. List all sources of cash/checks for your project. Will you do money-earning activities (e.g., babysitting, bake sales, etc.) to help fund your project or do you anticipate receiving cash donations? Remember, you must not ask for donations; an adult must do the “ask.” If you will use personal funds or money from troop funds for your project, please list them in this section. Enter the total amount of income in Box B.

Section 3: In-kind Donations. List all items/supplies you anticipate will be donated for use in your project. For each item you think will be donated, please estimate the value of that item/supply. Again, remember the policy of having an adult do the “ask.” Enter the total value of all in-kind donations in Box C.

Section 4: Summary. In this section, add Total Cash/Checks (B) and the Total Value of In-Kind Donations (C). Subtract this number from the Total Estimated Expenses (A) for your project. The result (D) should be “0” since the intent of your project is not to have extra money, but to make sure all expenses and needs are covered.

Section 2: Estimated Income (cash and/or checks)	
Source (earned or donated)	Amount (\$)
B. Total Cash/Checks (earned or donated)	0

Section 3: In-Kind Donations	
Source	Value (\$)
C. Total Value of In-Kind Donations	0

Section 4: Summary			
1	Enter amount from Box B <i>(Total Cash/Checks [earned/donated])</i>		0
2	Enter amount from Box C <i>(Total Value of In-Kind Donations)</i>	+	0
3	Total Income <i>(Add Box B and Box C)</i>	=	0
4	Enter amount from Box A <i>(Total Expenses)</i>	-	0
D. Total (subtract total in line 4 from total in line 3):			0

Section 1: Expenses. List all items/supplies needed for your project and list their costs. This includes items such as lumber, landscaping supplies, building rental fees, and other materials. You may estimate the value if you do not know the actual value. List the total amount for all items/supplies purchased in Box A.

Section 2: Income. List all sources of cash/checks for your project. Include any funds from money-earning activities (e.g., babysitting, bake sales, etc.). If you used personal funds or money from troop funds for your project, please list them in this section. Enter the total amount of income in Box B.

Section 3: In-kind Donations. List all items/supplies that were donated for use in your project. For each item donated, please estimate the value of that item/supply. Enter the total value of all in-kind donations in Box C.

Section 4: Summary. In this section, add Total Cash/Checks (B) and the Total Value of In-Kind Donations (C). Subtract this number from the Total Estimated Expenses (A) for your project. The result (D) should be “0” since the intent of your project is not to have extra money, but to make sure all expenses and needs are covered.

Section 1: Expenses	
<i>Item</i>	<i>Cost/Value</i>
A. Total Expenses <i>(purchased or donated items/supplies)</i>	0

Section 2: Income (cash and/or checks)	
Source (earned or donated)	Amount (\$)
B. Total Cash/Checks (earned or donated)	0

Section 3: In-Kind Donations	
Source	Value (\$)
C. Total Value of In-Kind Donations	0

Section 4: Summary			
1	Enter amount from Box B <i>(Total Cash/Checks [earned/donated])</i>		0
2	Enter amount from Box C <i>(Total Value of In-Kind Donations)</i>	+	0
3	Total Income <i>(Add Box B and Box C)</i>	=	0
4	Enter amount from Box A <i>(Total Expenses)</i>	-	0
D. Total (subtract total in line 4 from total in line 3):			0