

## Money Earning and Awards

*Are you going towards your Take Action Journey Awards, or your Girl Scout Bronze, Silver or Gold Award and need some money or supplies? Ensure that your award will be a success by following these guidelines to keep things running smoothly.*

### Basics

**Journeys:** Projects may be funded by girls 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 recommend that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible)

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

**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 Writer Manager must review grants prior to submission. Please submit grant proposal to Girl Scouts of West Central Florida's Grant Writer Manager at least 4 weeks in advance. The **Project budget is not to exceed \$750 dollar value** (It is recommend that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible)

**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 Writer Manager must review grants prior to submission. Please submit grant proposal to Girl Scouts of West Central Florida's Grant Writer Manager at least 4 weeks in advance. 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 Girl Awards and Teen Experience Manager or Specialist. All receipts should be kept for all expenses and turned in with project final. (It is HIGHLY recommend that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible)

**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 review by Girl Awards and Teen Experience Manager regardless of dollar amount. All receipts should be kept for all expenses and turned in with project final (It is HIGHLY recommend that no more than 1/3 of the estimated budget be contributed by the individual girl, if possible)

## Supplemental Money Earning for High Awards Only

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:

[www.gswcf.org/volunteeresentials](http://www.gswcf.org/volunteeresentials)

- 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, at one point during their Girl Scout career, in order to request a supplemental money earning activities to support their high awards projects as these programs promote and educate girls in financial literacy and money management.
- Supplemental Earning Forms must be **submitted a minimum 4 weeks prior** to the money earning event. Projects may not be approved if conflict with existing council wide events, 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 Journey 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 community GSLE coach and the 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 girls Gold Award Coach assigned to the girl and 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.)
- 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.
- If a letter is used, the letter must be reviewed and approved by the Girl Award and Teen Experience Manager or Specialist overseeing the awards at council prior to use. Templates are available on request from Girl Awards and Teen Experience Manager or Specialist overseeing those awards.
- 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 to the troop or Service Unit who will then cut a check for the girl for project expenses.
- If you plan on applying for youth- grants for your project (**GS Silver and Gold Awards ONLY**), pre-approval to apply is required. All grant money must be sent to council first. Council will then cut a check to the girls' troop or Service Unit who will then cut the check to the girl for project expenses.
- 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**

- Girls CANNOT donate money, raise money, ask for money or do a money earning activity for another organization or person as a Girl Scout.
- 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 or ask for money from businesses/people in which the money goes towards her project. The money may go towards purchasing materials to support her project or materials to donate to a cause. However, the girl (s) must have council permission for any Supplemental Earning (see above)

## 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 EARNING REQUEST High Awards Only

This form is to be used when girl(s) plan a supplemental money activity to help finance her Journey Awards, GS Bronze, Silver or Gold Awards. **Attach project budget form to this.** Journey Awards and GS Bronze groups- submit to community troop consultant, GS Silver and Gold groups/individuals submit to council Troop Support Manager 6-12.

Troop/Individual # \_\_\_\_\_ Program Age Level \_\_\_ Junior \_\_\_ Cadette \_\_\_ Senior \_\_\_ Ambassador  
 Girl Scout's Name: \_\_\_\_\_ Girl Scout Community: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone # (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Projected Money Earning Project(s):

\_\_\_\_\_ Proposed Date \_\_\_\_\_  
 \_\_\_\_\_ Proposed Date \_\_\_\_\_  
 \_\_\_\_\_ Proposed Date \_\_\_\_\_

### 1. PROJECTED INCOME

Money Earning Activity	Estimated Income
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTALS</b>	\$ _____

### 2. PROJECTED EXPENSES

Specific Expenses – Describe	Estimated Expenses
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTALS</b>	\$ _____

**PROJECTED INCOME TOTAL** \$ \_\_\_\_\_

**PROJECT EXPENSES TOTAL** \$ \_\_\_\_\_

**3. TOTAL ANTICIPATED PROFIT (Income less expenses)** \$ \_\_\_\_\_

.....  
 We have read the Girl Scouts of West Central Florida and GSUSA policies and standards in *Volunteer Essentials*. We have discussed our money-earning activity plan with the parents/guardians and have secured their support for these activities.

Group/Individual Girls Signature	Date	Adult
_____	_____	_____
Signature	Date	
_____	_____	
_____	_____	
_____	_____	

.....  
 FOR APPROVAL USE: Only-Troop Consultant/Girl Awards and Teen Experience Manager or Specialist (For High Awards Only)

Money-Earning Project Approved \_\_\_\_\_ Money-Earning Project Not-Approved \_\_\_\_\_

If not approved reason are: \_\_\_\_\_

Staff person reviewed/approved: \_\_\_\_\_ Date: \_\_\_\_\_

Troop Consultant (Bronze Award Only) \_\_\_\_\_ Date: \_\_\_\_\_



