

## 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 recommended 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.** 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)

\*For Journeys and General Projects that require a donor acknowledgement letter for contributions to the troop please refer to the Troop Sponsorship Requirements.

**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](mailto: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)

**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](mailto: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](mailto: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).

**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](mailto: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 note**, ONLY Troop proceeds (such as Troop cookie sales and fall product sales) may be used towards High Awards supplemental earning. Council dough and program credits do not apply towards high award expenses. Girls in the Troop vote to use the funds for a high award and all girls receive equal funds.

## Supplemental Money Earning for High Awards Only

**WHAT IS THIS:** 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>

### WHERE SHOULD WE SUBMIT FORM:

- **Bronze Award:** Please submit this form to troop consultant and/ or Service Unit Managers for approval.
- **Silver Awards:** 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 Coordinator at [silveraward@gswcf.org](mailto:silveraward@gswcf.org) for approval.
- **Gold Award:** Please submit form directly to [goldaward@gswcf.org](mailto:goldaward@gswcf.org).

### POLICIES REGARDING SUPPLEMENTAL EARNINGS:

- 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/ High 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 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 Troop Consultant or Service Unit Manager **and** the High Awards Coordinator 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 Coordinator 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 and 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](mailto: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 - Troops/Groups

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 # \_\_\_\_\_ Program Age Level \_\_\_\_ Br \_\_\_\_ Jr \_\_\_\_ Ca \_\_\_\_ Sr \_\_\_\_ Am      Date \_\_\_\_\_  
 Troop Leader's Name \_\_\_\_\_ Service Unit \_\_\_\_\_  
 Telephone # Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

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

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

Projected Money Earning Project: \_\_\_\_\_ Proposed Date \_\_\_\_\_  
(Use back if more space is needed)

**1. PROJECTED TROOP/GROUP INCOME:**

| Money Earning Activity: Estimated Income | Actual Income |
|--|---------------|
| _____ \$ _____                           | \$ _____      |
| _____ \$ _____                           | \$ _____      |
| _____ \$ _____                           | \$ _____      |
| Fall Product Sale \$ _____               | \$ _____      |
| Cookie Program \$ _____                  | \$ _____      |
| Troop Dues \$ _____                      | \$ _____      |
| <b>TOTALS</b>                            | \$ _____      |

**2. PROJECTED MONEY-EARNING PROJECT EXPENSES:**

| Specific Expenses- Describe: | Estimated Cost |
|------------------------------|----------------|
| _____                        | \$ _____       |
| _____                        | \$ _____       |
| _____                        | \$ _____       |
| _____                        | \$ _____       |
| <b>TOTALS</b>                | \$ _____       |

**PROJECTED MONEY-EARNING PROJECT EXPENSES TOTAL** \$ \_\_\_\_\_

**PROJECTED TROOP/GROUP INCOME TOTAL** \$ \_\_\_\_\_

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

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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.

|  |             |                                    |             |
|--|-------------|------------------------------------|-------------|
| <b>Troop/Group Girl Rep. Signature</b> | <b>Date</b> | <b>Troop/Group Adult Signature</b> | <b>Date</b> |
| _____                                  | _____       | _____                              | _____       |
| _____                                  | _____       | <b>Position</b>                    | _____       |

**For Troop Consultant Use**

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

If not approved, the reasons are \_\_\_\_\_

\_\_\_\_\_ Troop Consultant \_\_\_\_\_

