

Girl Scouts San Diego  
**Money-Earning Project Application**

All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands (refer to [Volunteer Essentials](#)). Please read both sides of the application before making plans.

- **4+ weeks in advance:** troop/group must submit application to the service unit team or finance support specialist. Service units and clusters, submit application directly to finance support specialist at [troopbanking@sdgirlscouts.org](mailto:troopbanking@sdgirlscouts.org).
- **Initial:** \_\_\_\_\_ I have read and agree to the *Money-Earning Project Application Guidelines* and the *Financial Guidelines*.

Application for: Troop/group \_\_\_\_\_ Service unit \_\_\_\_\_ Cluster \_\_\_\_\_ Troop/group # \_\_\_\_\_ Service unit/cluster \_\_\_\_\_  
 Troop/group program grade level: Daisy \_\_\_\_\_ Brownie \_\_\_\_\_ Junior \_\_\_\_\_ Cadette \_\_\_\_\_ Senior \_\_\_\_\_ Ambassador \_\_\_\_\_  
 Adult in charge: \_\_\_\_\_ Volunteer title: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ [best] ( ) \_\_\_\_\_ [alt.] Email: \_\_\_\_\_  
 Address \_\_\_\_\_ City, state, zip \_\_\_\_\_

**Treasury information**

**Current balance of treasury:** Bank account balance \$ \_\_\_\_\_ + Cash on hand \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

**Money-earning projects completed in current membership year (Oct. 1–Sept. 30):**

Fall Product Sales profit earned \$ \_\_\_\_\_ Cookie Sales profit earned \$ \_\_\_\_\_ Recycling profit earned \$ \_\_\_\_\_

Additional Money-Earning projects:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. _____ profit earned \$ _____ | 3. _____ profit earned \$ _____ |
| 2. _____ profit earned \$ _____ | 4. _____ profit earned \$ _____ |

**Money-earning project information**

**Purpose:** Activity/event monies will be applied to \_\_\_\_\_ Date of planned activity: \_\_\_\_\_

**Description:** What is the project? \_\_\_\_\_

Targeted customers: Girl Scouts \_\_\_\_\_ Daisies \_\_\_\_\_ Brownies \_\_\_\_\_ Juniors \_\_\_\_\_ Cadettes \_\_\_\_\_ Seniors \_\_\_\_\_ Ambassadors \_\_\_\_\_ Adults \_\_\_\_\_ Public \_\_\_\_\_

Date: \_\_\_\_\_ (Projects to be completed on a single date, unless otherwise approved. Separate applications required for each project.)

Time: \_\_\_\_\_ Location: \_\_\_\_\_ Are local city/county permits required? Yes \_\_\_\_\_ No \_\_\_\_\_

Source of advertisement: \_\_\_\_\_ (attach copy) Is additional insurance required? Yes \_\_\_\_\_ No \_\_\_\_\_

**Skills:** What skills will girls develop? How does this relate to the [National Program Portfolio](#) (refer to application guidelines)?

**Projected profit:** Cost per girl \$ \_\_\_\_\_ x Number of girls \_\_\_\_\_ = \$ \_\_\_\_\_

Cost per adult \$ \_\_\_\_\_ x Number of adults \_\_\_\_\_ = \$ \_\_\_\_\_

Projected income \$ \_\_\_\_\_ - expenses \$ \_\_\_\_\_ = profit \$ \_\_\_\_\_

**For SU team or Finance Support Specialist Use Only:** Project is: approved \_\_\_\_\_ disapproved \_\_\_\_\_ re-submit \_\_\_\_\_

Comments \_\_\_\_\_

Signature/title \_\_\_\_\_ Date \_\_\_\_\_

**Evaluation and final report**

Actual income \$ \_\_\_\_\_ - expenses \$ \_\_\_\_\_ = profit \$ \_\_\_\_\_

Actual participation: Number of girls \_\_\_\_\_ + Number of adults \_\_\_\_\_ = total participation \_\_\_\_\_

Was this a successful project? Yes \_\_\_\_\_ No \_\_\_\_\_ Why or why not? (attach additional sheet if needed) \_\_\_\_\_

Girl Scouts San Diego  
**Money-Earning Project Application Guidelines**

**Getting started checklist:**

- ❑ All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands. Remember these statements from [Volunteer Essentials](#):
  - “Voluntary participation” with “written permission of each girl’s parent or guardian”
  - Money-earning activities need to be “consistent with the principles of the GSLE” for a quality program experience
  - **“Money earned is for Girl Scout activities and is not to be retained by individuals” whether girls or adults**
- ❑ Troop financial records must be up-to-date prior to submission of the *Money-Earning Project Application*. This includes: *Annual Troop/Group Financial Report and Equipment Inventory*; *Detailed Cash Record*; bank statement and previously completed *Money-Earning Project Application(s)*. Forms can be found at <https://thinmint.sdgirlscouts.org/search-forms>
- ❑ Troop/group has a bank account with Wells Fargo Bank.
- ❑ Troop/group actively participates in the council-sponsored Cookie Sales and Fall Sale in the same membership year.
- ❑ Money-earning project is not being held during council-sponsored product sales (i.e. fall sale and cookie sale).
- ❑ Money-earning project is scheduled for a single date, unless otherwise discussed with your finance support specialist.
- ❑ *Event Budget Worksheet* is completed and attached for approval.
- ❑ Flyers or announcements for the project follow council guidelines and are attached for approval.
- ❑ Local city/county permits are secured, if applicable.
- ❑ Additional [Girl Scout insurance](#) has been purchased, if applicable (Required for attending non-Girl Scout members).
- ❑ *Event Approval Checklist* has been completed and reviewed with your service unit activity consultant.
- ❑ Money-earning project is age appropriate and includes girl planning.

**Approval guide (4+ weeks in advance):**

- Troop/group must submit application to the service unit team.
- Troop/group money-earning projects expected to net more than **\$500** require approval from the finance support specialist.
- All service unit or program cluster money-earning projects require approval from the finance support specialist.
- Approval must be received, in writing, **prior** to conducting any money-earning projects. Allow at least 4 weeks for approval.

**Appropriate money-earning projects (examples):**

Workshops (badge, camp skills, etc.)	Service-a-thon (people sponsor a girl doing service; funds go to support trip)	Refreshment stand (no labeled product or resale)
Events (Daisy Day, Brownie Sports, etc.)	Walking tours, nature hikes	Back 2 School kits / Program in a Box
Breakfasts, lunches, dinners, teas, etc.	Face painting	Gift baskets
Dances	Yard work	Troop/group “own” cookbook
Plays or concerts	Gift-wrapping	Party favors, placemats
Garage sales	Holiday cards	Luminarias
Seasonal festivals	Craft items	Grow/sell plants
Child care (refer to council guidelines)	Baked goods	Event photo booth
Cell phone or ink cartridge collection	Christmas tree recycling	Car wash

**Inappropriate money-earning projects:**

- Games of chance, such as raffles, contest or bingo
- Product demonstrations, such as Avon, Mary Kay, Tupperware, Pampered Chef, candle parties, etc.
- Sales generating profits for a specific company or business besides Girl Scouts, such as M&M, Krispy Kreme, See’s Candies, Pizza Hut, Papa John’s, Rubio’s or other restaurants, catalog sales, mall promotions, etc.
- Funds may not be collected or raised in order to benefit other organizations or non-profits.

**Treasury information:**

- An accounting of the troop treasury is required before the *Money-Earning Project Application* will be considered.
- Maximum number of additional money-earning projects per year, **not** including fall product sales, cookie sales or recycling:  
 Kindergarten Daisies: 0; first grade Daisies: 1; Brownies: 1; Juniors: 2; Cadettes and older: 3 (additional upon approval).

**Money-earning project information:**

- Long term planning for activities/events must include all participating girls and must be financially attainable for all. Activities/events relate to the Girl Scout National Program Portfolio:
  - Girls **discover** when they understand themselves and their values, and use their knowledge and skills to explore the world.
  - Girls **connect** when they care about, inspire and team with others locally and globally.
  - Girls **take action** when they do something to make the world a better place.
- Purpose of the money-earning project has been clearly defined and discussed with troop girls and parents.

**Evaluation:**

- Report the actual amount of income received. Submit the final copy of this form with the year-end financial report.
- Discuss challenges and successes with girls. Review Girl Scout National Program Portfolio and how it applied during the money-earning project. What did they discover? With whom did they connect? How did they take action?
- Determine if the troop income/expense budgeting was on target. Attach the completed *Event Budget Worksheet*.