



Troop/Group Revenue Earning Policy

We ask that all members of Girl Scouts of Greater Los Angeles adhere to the Troop/Group Revenue Earning Policy outlined below:

There are five types of Troop/Group Revenue:

1. **Troop/Group Money-Earning Activities (for a list of sample Money-Earning Activities, contact your Service Delivery/Program Specialist)**
2. **Sponsorships**
3. **Council -Sponsored Product Sales/Programs**
4. **Fundraising**
5. **Troop Dues**

The basic Girl Scouts USA policies for Troop/Group Revenue are outlined in ***Safety-Wise, Standards 28, 29, 30, 32, and 33.*** All ***Safety-Wise*** Standards consistently state four points:

1. Council approval is required and Council guidelines must be adhered to
2. Participation is voluntary
3. Parent/Guardian permission is required
4. All revenue received does not become property of individual girl members

Troop/Group Money-Earning Activities

Troop/group money-earning refers to activities that follow a planned budget and are carried out by the girls and adults, in partnership, to earn money for the group treasury. -***Safety-Wise Standard 29.***

- Troops/groups are required to participate in council-sponsored product sales/programs to be eligible to participate in specific money-earning activities. While it is encouraged that the Troop/Group participates in both product sales/programs, participation in at least one program is mandatory.
- Money-earning activities must have written approval by a Service Delivery/Program Specialist. The **GSGLA Money-Earning Project Form** must be submitted no less than 2 weeks prior to the event. The form can be found on the GSGLA Web site under **Volunteer Resources>Forms Library or Volunteer Resources >Council Policy Resources.**
- Money-earning activities cannot take place during product sales booting periods without the approval of a council VP.
- The number of money-earning activities should not exceed what is needed to support troop/group activities, including approved troop trip/travel, and the amount raised should be consistent with the previously prepared budget.
- Troops/groups may receive a gift from any one source during one Girl Scout year of up to \$250. For gifts in excess of \$250, the balance will remain with the council.
- In the case of older girl troops/groups (ages 11-17 -- Cadette, Senior, Ambassador), troops/groups may receive a gift from any one source during one Girl Scout year of up to \$1,000. For older girl troops/groups, gifts in excess of \$1,000, the balance will remain with the council.
- Donations for a troop/group must be made out to **Girl Scouts of Greater Los Angeles** and sent to: **Girl Scouts of Greater Los Angeles, 801 S. Grand Ave., Suite 300, Los Angeles, CA 90017,**

together with a completed **Donation For Troops Form**. This form can be found on the GSGLA Web site (www.girlscoutsla.org) under **Volunteers Resources>Forms Library** or under **Volunteer Resources >Council Policy Resources**.

- Troops, groups or individuals with need for single donations above the \$250 level, or in the case of older girl troops, above the \$1,000 level, (such as for *destinations* or for other specific programs) should present a plan to the Regional VP for approval that includes from whom they are seeking funds.
- For all donations made to a specific troop/group (up to \$250 as per IRS regulations), the troop/group should generate a **Troop Thank You Letter**. A donor 'thank you' letter template can be found on the GSGLA Web site (www.girlscoutsla.org) under **Volunteer Resources>Forms Library or Volunteer Resources >Council Policy Resources**. If a troop/group disbands, the money in the troop/group treasury reverts to the council.
- The same **Troop Thank You Letter** may be used to acknowledge in-kind donations. Please note: in-kind donation thank you letters should NOT include a dollar value, just a mention of the actual item(s) donated.
- If a girl(s) leaves her (their) troop to join another, a percentage of her troop's treasury may be transferred to her new troop upon council approval. For example, if one girl leaves a troop of ten, 10% of her troop treasury may be transferred to her new troop treasury.

Troop/group Sponsorships

A Troop/group Sponsorship is a voluntary agreement between individuals, small local businesses, schools or community organizations to support troop/group membership and program. No monetary commitment is required for Troop/group Sponsorships. **-Safety-Wise, Standard 29.**

- Sponsorship in the form of a single cash gift of up to \$250 (or up to \$1000 in the case of older girl troops) payable to GSGLA will be acknowledged as a tax-deductible donation, and the amount will be sent (transferred) to the troop/group.
- Companies that offer employee matching gifts or employee 'volunteer hours' programs may donate to GSGLA and designate to a particular troop/group. The troop/group will receive up to \$250 (or up to \$1,000 in the case of older girl troops/groups) and the balance of the donation will support the programs and services of the council. All gifts will be payable to GSGLA and acknowledged as a tax-deductible donation.

Council-sponsored Product Program/Sales Activities

Troops/Groups may participate in no more than two council-sponsored product program activities each year and one of these may be a cookie sale. **-Safety-Wise, Standard 30.**

Once again: Troops/groups are required to participate in the GSGLA product sale program to be eligible to participate in any troop/group specific money-earning activity. While it is encouraged that the Troop/Group participates in both product sales/programs, participation in at least one program is mandatory.

Fundraising

Fundraising or fund development to support the Girl Scout council is the responsibility of adults, and this responsibility should not be placed with the girls. Girls may provide support to these efforts through voluntary service, speak on behalf of Girl Scouts, assist at fundraising events, assist with administrative duties, etc. **-Safety-Wise, Standard 32.**

Any adult who makes an approved contact with an individual, corporation, foundation, or organization that results in a new funding source for the council, will have the option of designating 5% of the funding (up to \$250 or up to \$1000 for older girls) to the Troop, Service Unit, council or GSGLA program of their choice.