



**Troop/Group/Service Unit Restaurant Fundraiser
Authorization Form**

Policy and Procedure

In accordance with the Troop Revenue Earning Policy, a troop/group/service unit (SU) may use the Girl Scouts of Greater Los Angeles (GSGLA) Tax Identification Number (95-1644033) for the purpose of solicitation with GSGLA approval. Restaurant fundraisers are approved money-earning activities provided the policies below are followed.

A troop/group/SU may keep 100% of money raised from the restaurant fundraiser. In accordance with IRS regulations, money raised must be payable to Girl Scouts of Greater Los Angeles for the restaurant to receive a tax receipt. When the check is received by GSGLA and the troop/group/SU submits a Donation to Troop/Group/SU form (available at girlscoutsla.org), the money earned will be passed through to the benefiting troop. See *Volunteer Essentials* for more information on donations to troop/group/SU.

Any request for the GSGLA logo or branded graphics must go through the GSGLA marketing department to ensure proper usage. Pieces must be reviewed/approved by the marketing department. Email communications@girlscoutsla.org.

Troop/group/SU leaders and managers, please fill out this form for each restaurant fundraiser, keeping the original for your records and providing a copy to the restaurant.

Contact Member Services at 213-213-0123 with any questions or concerns.

Benefiting Troop/Group/SU #: _____

Leader/SUM Name: _____ Phone: _____

Email: _____

Restaurant Name: _____

Restaurant Contact: _____ Phone: _____

Email: _____

Does the restaurant require a tax receipt?

☐ No; make check payable to troop/group/SU

☐ Yes; make check payable to

Girl Scouts of Greater Los Angeles

Mail to: Attn: Fund Development Department

801 S. Grand Avenue, Ste. 300

Los Angeles, CA 90017