

Money Earning and Sponsorships for Bronze, Silver and Gold Awards Standard Operating Procedures

One of the challenges facing every girl “Going for the Bronze, Silver or Gold” is financing the project. Sometimes, when the planning gets serious adjustments have to be made to your project. On one hand you are asked to meet a need in your community; on the other hand there are clearly defined ways you are allowed to obtain resources to fund your project as a Girl Scout. So what’s a girl to do?

Here are a few items to help you decide how you can have a successful project while following standards set by Girl Scouts of Central Texas.

1. In order to participate in money earning activities, girls must participate in both Fall Products and Cookie Sales. They can participate with their Girl Scout troop with the funds going to the planned activities of the troop, but they must participate. All funds generated by an individual girl not in a troop will be turned over to the Service Unit. The girl may then apply in writing to the Service Unit Director for financial assistance for Girl Scout events.
2. In order to participate in the after sale, the girls must sell the minimum number of boxes (during the sale) as set by the Product Program Director.
3. All additional money earning opportunities must be submitted to the Program Lead. The Program Lead will review all applications in conjunction with the Development Department and approve them. All applications must be approved before they can be started.
4. As project costs vary, additional money earning opportunities will be considered through application with council above the allowable one per year.
5. Each award proposal should include a prepared budget and document how all money earning is spent, and submit a Money Earning application to GSCTX for review.
6. Money earning opportunities will not be authorized above the submitted budget amount. Award applicants must comply with the acceptable and restricted guidelines of Money Earning activities as outlined within Volunteer Essentials. All money earned will be deposited into a GSCTX approved award account. No moneys can be deposited into personal checking or savings accounts.

7. Any grant requests must be written with the GSCTX Grant Team. The council grant team can offer guidance and review grant proposals to help achieve the funding goals. The team will then submit the grant on behalf of the girls project as the 501(c)3. Girls must comply with the Collaborating With Sponsors and Other Organization as outlined in Volunteer Essentials.
8. Monetary sponsorships below \$250 can be deposited into the GSCTX award account and reflected on the Individual's award final financial report. The Charitable Gift Advisory Letter must be complete for any sponsorship (monetary or product) below \$250. This must accompany the final report to council.
9. Monetary sponsorships above \$250 must be approved using the Sponsorship Permission Request Form as outlined within Volunteer Essentials Chapter 5. Monetary sponsorships above the approved budget will not be approved.
10. Monetary sponsorships above \$250 must be made payable to GSCTX and forwarded to council program lead for processing. Payments tied to preapproved budgets will be distributed to troop account in which the girl is associated.
11. If the girl working on the award is an individual registered Girl Scout not associated with a troop, the girl will be issued a refillable credit card to use for purchases as outlined in the budget. Funds processed by the council will be added to that card. The card will be returned to the council with the final report.
12. Receipts for all purchases made using funds distributed by the council must be kept and copies submitted with the award final report. This will ensure that the council has appropriate documentation as required by the IRS of fund distribution.