



Girl Scouts of Central Texas Concession Money-Earning Application

This application is meant for troops/girls wanting to work a concession booth in order to earn money for travel expenses. **Approved applications are valid through September 30th of the program year in which approval is granted.** Money earned will be paid directly into troop bank accounts by Girl Scouts of Central Texas (GSCTX) staff.

Instructions:

- After completing, submit application to Service Unit Director (SUD) for review 4+ weeks before starting to work at a concession booth
- SUD will review and forward application to GSCTX Chief Financial Officer (CFO) for final approval.
- Troop(s) may not start working concession until application has been approved by GSCTX CFO.
- GSCTX Membership Development Executive (MDE) will maintain a copy of the approved/denied application

TROOP INFORMATION

Troop Leader's Name: _____ Best Phone #: _____
 Email Address: _____
 Troops #: _____ Service Unit: _____
 Age Level(s): Brownie Junior Cadette Senior Ambassador

TREASURY INFORMATION

Current Balance of Checking Account: \$ _____ + Cash on Hand \$ _____ = Total \$ _____
 Fall Product Program proceeds earned \$ _____ Cookie Program proceeds earned \$ _____

MONEY EARNING INFORMATION

Describe travel plans: Approximate date of travel, where traveling, and total cost: _____
 Describe other money-earning activities, if applicable: _____
 Estimated profit: \$ _____

ACKNOWLEDGEMENT OF REQUIREMENTS & SIGNATURE

- Checked items below indicate that I will comply or have complied with the requirements.*
- I have attached a troop budget financial plan (see attached detail travel budget)
 - I have attached a roster of troop members who plan to participate in concessions (including members whose parent(s)/guardian(s) plan to participate in concessions on behalf of their Girl Scout).
 - All troop members listed must sell a minimum of 5 unit (paper nut/candy or online nut/candy/magazine) during Fall Program
 - Must achieve a minimum per girl average (PGA) of **185** packages of cookies during the 2019 Cookie Program and a minimum per girl average of **251** during the 2020 Cookie Program. Failure to meet these minimums will result in a suspension of Concession Money-Earning privileges from March 1st of the current program year until March 1st of the following program year provided the PGA requirement is met.
 - I have read Volunteer Essentials, Chapter 5, "Additional Group Money-Earning Activities" including the Concession Guideline section.
 - I will ensure that all adults working understand that money earned is to be used for current girl members or for 1 adult chaperone traveling with the troop.
 - Money earned will not be paid to individuals for personal use or gain.**
 - I will report all money earned through concessions on the year-end Troop Financial Report.
 - I understand that my troop bank accounts may be audited by the SUD or GSCTX Financial Office at any time.
 - I will ensure that all adults working hold current a Texas Alcoholic Beverage Commission (TABC) certification and will be instructed that they are to handle all alcohol orders. Any girl working a booth will only be allowed to take orders and money. Girls will not be allowed to touch, service, or move any of the alcohol served at the concession booth.
 - I will ensure that all adults have the required trainings: Food Handler certification, TABC certification, and GSCTX Concession Stand training.
 - I understand and will not allow any girl to work any concerts.

 Troop Leader Signature _____
Date

SIGNATURES

Reviewed _____
SUD Name (Print) Signature Date

Approved Denied _____
CFO Name (Print) Signature Date

Concession Money Earning applications are approved by GSCTX CFO.

List the first and last names of each girl participating in **Concession Money-Earning** here. If parent/guardian plan to participate in Concession Money-Earning, you must provide their first and last names in the adjacent column. Only one parent/guardian chaperone will be allowed to use concession funds for his/her trip payment.

	Girl Name(s)	Current Registered Girl Member Y or N	Chaperone for trip? Y or N	Current Registered Member Y or N	Name of Parent/Guardian
Example	Daisy Gordon Low	Y	Y	Y	Bill Gordon
			N	Y	Ellie Gordon
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Detail Travel Budget

The number of people listed should match the above roster. Concession earning cannot be earned for souvenirs or spending money.
 Concession earnings can only be used for transportation, hotel and meals.

Description (item)	Cost per person	Number of people	Total Amount (cost X # of people)
Total			

Office Use Only:

Product Program:
 Girls/troop met 251 PGA Requirement _____
 Troop met 75% Rule: Fall Program _____ Cookie Program _____
 Registered girls _____ registered adults _____

Finance Group:
 Budget Approved _____
 1 girl/ 2 adult participating _____