



## Troop/Group Financing Policies

We ask that all Regions of Girl Scouts of Greater Los Angeles adhere to the Troop/Group Financing Policies listed below:

There are three types of Troop/Group Financing:

1. **Money-Earning Activities**
2. **Sponsorships**
3. **Council -Sponsored Product Sales**

The basic Girl Scouts USA policies for Troop/Group Financing are outlined in Volunteer Essentials.

All Standards in Volunteer Essentials consistently state four points:

1. Council approval is required, and Council guidelines must be followed
2. Participation is voluntary
3. Parent/Guardian permission is required
4. Revenue does not become the property of individual girl members

### **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 Troop/Group treasury.

- Troops are required to actively participate in at least one Council-sponsored product sales programs to be eligible to participate in any troop specific money-earning activities.
- Money-earning activities must have written approval by the Service Delivery Specialist and be submitted no less than 4 weeks prior to the event.
- A GSGLA (Money-earning Activity) form must be submitted and approved by the appropriate staff liaison, with Product Sale Managers confirming troop product program participation.
- Money-earning activities cannot take place during Council-sponsored product sales 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/Group trip/travel, and the amount raised should be consistent with the previously prepared budget.
- If a troop disbands, the money in the troop treasury reverts to the council's Girl Assistance Fund to help Girl Scouts in need.
- If a girl(s) leaves her (their) troop to join another, a percentage of her troop's treasury will be transferred to her new troop. For example, if one girl leaves a troop of ten, 10% of her troop treasury will be transferred to her new troop treasury.

## **Troop/Group Sponsorships**

Troop/Group Sponsorships are a voluntary agreement between individuals, small local businesses, schools or community organizations to support troop membership and program. No monetary commitment is required for Troop/Group Sponsorships.

- Companies that offer employee matching gifts or employee 'volunteer hours' programs may donate to GSGLA and designate to a particular Troop/Group. These gifts must be accompanied by the proper documentation in order for Council to process properly.
- Younger girl Troops/Groups (Daisy, Brownie, Junior) may receive a single 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 (Cadette, Senior, Ambassador), Troops/Groups may receive a single gift from any one source during one Girl Scout year of up to \$1,000. For gifts in excess of \$1,000, the balance will remain with the Council.
- If the Troop/Group gift is a matching gift it must be payable to GSGLA and mailed to **Girl Scouts of Greater Los Angeles, 801 S. Grand Ave., Suite 300, Los Angeles, CA 90017** along with a completed copy of the Donation to Troop/Group Form. This form can be found on the GSGLA website ([www.girlscoutsla.org](http://www.girlscoutsla.org)) under **Support Us, Ways to Give**. GSGLA will in turn cut a check to the Troop/Group upon receipt of the contribution and send to the Troop/Group Leader. Please allow 4-6 weeks for processing. **Note:** If the Donation to Troop/Group Form is not completed and received with the donation, the contribution will remain with the Council.
- NOTE: All other (non-matching) donations are to be made payable and sent directly to the Troop/Group. For gifts in excess of \$250 payable to younger girl Troops/Groups or in excess of \$1,000 payable to older girl Troops/Groups the overage **MUST** be sent to Council along with a completed copy of the Donation to Troop/Group form and a copy of the original donation. Note: the overage amount **MUST** be paid to Council by writing a check from the Troop/Group checking account payable to GSGLA.
- For all gifts to a Troop/Group of any amount, the Troop/Group is responsible for generating the 'donor thank you' letter (IRS regulations) and to keep a copy of each thank you letter on file above \$250. A donor 'thank you' letter template can be found on the GSGLA Web site ([www.girlscoutsla.org](http://www.girlscoutsla.org)) under **Support Us, Ways to Give**.

## **Council-sponsored Product Sales Programs**

**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, participate 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, speaking on behalf of Girl Scouts, assisting at fundraising events, assisting with administrative duties, etc.

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/Group, Service Unit, council or GSGLA program of their choice.