

Additional Funding Guidelines

Additional Funding is a collaborative opportunity offered to members of Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) to maximize the resources available for Girl Scouts. The purpose for offering the Additional Funding opportunity is to increase the culture and understanding of philanthropy, to make Girl Scouts accessible to all socio-economic levels and to offer girls opportunities to learn to fund their activities.

GSUSA BLUE BOOK RE: SOLICITATION FOR CONTRIBUTIONS

“Adult members in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fundraising efforts authorized by the Girl Scout council and in which the local council is a beneficiary. Girl members may not engage in any direct solicitation for money except for Girl Scout Seniors and Ambassadors, who may solicit philanthropic donations to their councils of cash or in-kind goods for Girl Scout Gold Award projects, provided they have secured prior written permission from their council's Chief Executive Officer, Chief Development Officer, or their designee. In addition, girls must abide by their own council's policies and procedures with regard to this matter. The National CEO in consultation with the National Board Chair may give permission to raise money in times of a major national or international emergency, with prior written notice to the National Board. Councils will be notified of this action in writing.” P. 20, Blue Book of Basic Documents, May 2022

IMPORTANT GUIDELINES FOR ALL

- Girl Scouts may NOT raise money for other organizations.
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business (ex. In-home product parties). Any business using the Girl Scout trademark must seek authorization from GSUSA.
- Except for that which is directly related to a Girl Scout Gold Award project, fundraising may not take place during the same time as the council's Fall Product Program or Girl Scout Cookie Program or during United Way blackout periods within their community.
- Individuals may not receive donations on behalf of GSCP2P. Individuals conducting a service or take action project may receive donations to support the project provided the funds are administered through a troop or group Girl Scout bank account.

ADDITIONAL FUNDING – TROOPS AND SERVICE UNITS

Additional Funding includes any solicited or suggested donation to a subgroup of GSCP2P by any method including but not limited to solicited donations, grants, money earning, service compensation or co-ventures.

The Senior Leadership Team shall establish and maintain standards and procedures for engaging in Additional Funding in partnership with the Experience Team. All Additional Funding Projects must

receive approval from the appropriate GSCP2P team member prior to beginning any portion of the project.

To be eligible to engage in any Additional Funding project, any troop or service unit must have participated in the most recent Fall Product Program and cookie program.

The [Additional Funding Activity Application](#) can be found here.

All money must go through the troop bank account. In the case of individually registered Girl Scouts, the money should pass through the service unit bank account; contact the council office if you need assistance with this.

All donations of \$250 or more must go through the council so a receipt can be issued for tax purposes. The council will pass 100% of the donation through to the troop or service unit account. Donations should be marked with "Project Name – Troop or SU #" to ensure proper recordation.

Troops, travel patrols, service units and other subgroups shall be responsible for personally thanking the donor for ANY donation. The council's Finance and Resource Development departments shall be responsible for IRS required gift acknowledgements.

ADDITIONAL FUNDING – GIRL SCOUT BRONZE AND SILVER AWARD PROJECTS

As girls work on Girl Scout Bronze or Silver Award projects, they may find that they need to earn money for their projects. To participate in Additional Funding activities, all girls must meet or exceed the following Product Program expectation:

**Sell at least 10 Fall Product Program items and at least four cases (48 packages) of cookies
OR sell at least five cases (60 packages) of cookies.**

Girls must also submit the Additional Funding Activity Application (one per project) at least 30 days before the date their solicitation activities begin. The application link is found [here](#).

You DO need to submit an Additional Funding Activity Application:

- If you want to solicit others for contributions. Note: Girls can talk about their project, but an adult must make the official ask for Bronze and Silver projects
- If you are asking for in-kind donations (ex. asking a store to donate goods for your project).
- If you want to do an activity to earn money such as a car wash or bake sale.

You do NOT need to submit an Additional Funding Activity Application:

- If you are using your own personal funds.
- If family members offer to donate.
- For money your troop decides to donate from funds earned from the cookie program or Fall Product Program.

All money must be deposited and maintained in the troop bank account. In the case of individually registered Girl Scouts, the money should be deposited in and maintained through the service unit bank account; contact the council office if you need assistance with this.

All donations (cash, materials/goods) of \$250 or more must go through the council so a receipt can be issued for tax purposes. The council will pass 100% of the donation through to the troop or service unit account. Donations should be marked with “Bronze or Silver Award Project Name – Troop or SU #” to ensure proper recordation.

Girls participating in the Bronze and Silver Award project shall be responsible for personally thanking the donor for ANY donation. The Finance and Resource Development Departments shall be responsible for IRS required gift acknowledgements.

ADDITIONAL FUNDING – GIRL SCOUT GOLD AWARD PROJECTS

Girl Scout Seniors and Ambassadors may solicit philanthropic donations of cash or in-kind goods for Girl Scout Gold Award projects, provided they have secured prior written permission from the council through the [Additional Funding Activity Application](#).

These guidelines are intended to help Girl Scout Seniors and Ambassadors fund their Girl Scout Gold Award project while maintaining compliance with council audit requirements and IRS guidelines.

Fundraising may not begin until the Gold Award Project Proposal and the Additional Funding Activity Application have been reviewed and approved by the Girl Scout Gold Award Committee and staff supervisor.

All funds will be submitted to and held by the troop or service unit on behalf of the Gold Award Project until they are ready to be utilized.

General guidelines include:

- Solicited funds are to be used explicitly for the girl’s approved Girl Scout Gold Award project, which has a defined project scope.
- At the end of the project, girls will need to account for all revenue (money received) and expenditures (money spent).
- Local organizations or corporations may offer grants* for projects. If a Girl Scout finds one of these opportunities, she must receive council approval prior to applying for the grant.
- Crowdsourcing is not an approved method of fundraising. This includes Go Fund Me accounts, Facebook Fundraisers, etc.
- Project Advisors can support girls in the solicitation process, but girls determine the best route for funding.
- All money must be deposited and maintained in the troop bank account. In the case of individually registered Girl Scouts, the money should be deposited in and maintained through the service unit bank account; contact the council office if you need assistance with this.
- All donations (cash, materials/goods) of \$250 or more must go through the council so a receipt can be issued for tax purposes. The council will pass 100% of the donation through to the troop or service unit account. Donations should be marked with “Gold Award Project Name – Troop or

SU #” to ensure proper recordation.

- Girls pursuing a Girl Scout Gold Award project shall be responsible for personally thanking the donor for ANY donation. The council’s Finance and Resource Development departments shall be responsible for IRS required gift acknowledgements.
- Unused funds and abandoned project funds will revert to the troop or service unit. They should NOT be given to the beneficiary organization.

Procedures for Fundraising:

1. Complete the Gold Award Project Proposal in [GoGold](#), indicating the desire to fundraise within the project expenses question.
2. Following initial project review and prior to the Gold Award Project Interview, submit the [Additional Funding Activity Application](#) for approval. A comprehensive list of needs with estimated cost and potential donors will need to be submitted with this form. Allow two weeks for review of this form.
3. Complete the Gold Award Project Interview with the Gold Award Committee and the Girl Experience Manager (GEM).
4. Once the Gold Award Project and the Gold Award Project Fundraising Request Form have been approved, solicitation of donations may begin.
5. Donation types include:
 - a. Acceptable forms of donations
 - i. Cash
 - ii. Checks made payable to the troop or service unit account with the project name indicated in the memo line.
 - iii. Credit Card donations to the troop or service unit account, with prior approval and agreement to absorb any processing fees.
 - iv. Gift-In-Kind*
 - v. Money Earning Activity*
 - vi. Additional giving methods (such as electronic deposit or matching giving programs) need to be discussed with the GSCP2P Experience Team. Contact Customer Care to get connected.
 - b. Unacceptable donation forms: Crowdsourcing*
6. All money must be deposited and maintained in the troop bank account. In the case of individually registered Girl Scouts, the money should be deposited in and maintained through the service unit bank account; contact the council office if you need assistance with this.
7. Once solicitation has been completed, all donors must be listed on the [Additional Funding Final Report](#), which is to be submitted to the council. This should match with the final budget submitted as part of the Final Report.

RECEIPT OF UNSOLICITED DONATIONS

Troops, travel patrols, service units and other subgroups may receive unsolicited donations from individuals or businesses up to the amount of \$1,000 per membership year for girl activities. Any amounts over the maximum \$1,000 received will be allocated to general operations of Girl Scouts Carolinas Peaks to Piedmont.

Unsolicited donations may include any cash received through designated donations, matching, service or volunteer hour donations and sponsorship donations.

All unsolicited donations of \$250 or more must go through the council so a receipt can be issued to the donor for tax purposes. The council will pass 100% of the donation through to the troop or service unit account up to \$1,000. Donations should be marked with "Troop or SU #" to ensure proper recordation.

APPENDIX - DEFINITIONS

- a. **Additional Funding:** Additional funding refers to funds or property for troops/groups/travel patrols/service units or other subgroups of GSCP2P, which are needed to support girl activities and are acquired by money earning projects or fund raising.
- b. **Additional Funding Project:** An additional funding project is any method by which a troop, individual, travel patrol or service unit procures additional funding for a Girl Scout activity. This includes money earning, fund raising, grants or any other method of procuring cash or in-kind donations.
- c. **Co-venture:** Co-venture or co-venturing refers to a collaboration between GSCP2P or any subgroup and a commercial enterprise. Restaurant nights and spirit nights are examples of co-venturing.
- d. **Crowdsourcing:** Crowdsourcing is a term that refers to any effort to raise money with donations from many people, primarily via the Internet; also known as crowdfunding or online funding.
- e. **Donations:** Donations refers to gifts of cash and in-kind property given to GSCP2P or a subgroup for which no value is received by the donor or a member of the donor's family.
- f. **Designated Donations:** Designated donations are donations which are targeted by the donor to fund a specific program, council activity or subgroup.
- g. **Fundraising/ Fund Development:** Fundraising or fund development refers to any activity in which a person, business, organization, foundation or other entity is asked for a donation of cash or in-kind items by GSCP2P or any individual or subgroup of GSCP2P. Fundraising includes solicited donations, grant funding and any other method of procuring cash or in-kind donations for Girl Scouts and girl activities.
- h. **Girl Activities:** Girl activities refers to all activities girls engage in as part of their Girl Scout experience. For purposes of this policy, the cost of girl activities may include the cost of adult participation in the girl activity to the extent the adults are required by Safety Activity guidelines.
- i. **Grants:** Grants include all opportunities offered by organizations, foundations, businesses and other entities for GSCP2P or any subgroup to receive cash, cash substitutes or in-kind gifts through a process of application.
- j. **In-Kind Donations:** In-Kind donations refers to gifts of tangible property which are not cash or cash substitutes. Examples of in-kind donations may include lumber from a home improvement store, food items from grocery stores, water and drinks from soft drink companies, etc.
- k. **Matching/Service Hour/Volunteer Hour grants:** Matching, service hour or volunteer hour grants refers to cash or cash substitutes donated to GSCP2P or any subgroup by businesses or organizations as a result of an individual donation of cash, cash substitute or services or time donation to GSCP2P or subgroup.
- l. **Money Earning:** Money earning refers to activities in which girls participate in procuring cash or cash substitutes to support girl activities. Examples include Girl Scout programs offered for a fee, car washes, babysitting nights, spaghetti suppers, handmade craft sales and yard sales.
- m. **Solicited Donations:** Solicited donations are gifts to GSCP2P or any subgroup which have been requested or suggested by any individual on behalf of GSCP2P or any subgroup.
- n. **Subgroups:** Subgroups include any groups of Girl Scouts participating in Girl Scout activities through GSCP2P. This includes troops, travel patrols, groups, service units, individually registered girls or any other groups.
- o. **Unsolicited Donations:** Unsolicited donations are gifts received by GSCP2P or any subgroup which have not been requested or suggested by an individual on behalf of GSCP2P or any subgroup.