

Guidelines for Soliciting Funds or Goods

The council provides ample opportunities through product sales to support normal troop operations. All Girl Scout troops/groups must follow council policies and procedures in regard to financing troop activities.

The following guidelines apply to soliciting funds or good from individuals, groups, companies, or organizations by adults in support of extraordinary troop needs.

(Review *Safety-Wise* pages 74-76: Program Standards 28, 29, 30, 31, 32, and 33.)

1. **Cash or in-kind donations may only be solicited by adults, never the girls.** A business may be asked to sponsor a troop, group and/or activity by providing financial support, goods, or services for a specific purpose. Once a business/individual agrees to sponsor a troop/group, a *Sponsorship Form* must be completed and submitted to the council Fund Development Manager.
2. Funding may not be solicited for troops that do not participate in the council's two annual product sales.
3. Funds may not be solicited during the annual United Way Campaigns or during the two council product sales. Contact the Fund Development Manager at the council for *blackout* dates.
4. Donations may never be solicited for individuals.
5. Donations are only tax deductible if made through a 501 (c)(3) nonprofit organization. Donations made directly to troops are **not** charitable tax deductible. If the donor wishes to claim a charitable deduction for a contribution, the check must be made out to *Girl Scouts of the Desert Southwest*. The donor should note the donation is designated for the specific troop/group on the check. The council will send an official thank you to the donor and write a check in the amount of the donation directly to the troop/group. This process will take four (4) weeks.
6. If a donor does not wish to use the gift as a charitable tax deduction, the troop may accept the gift directly. A *Sponsorship Form* must be completed and submitted to the council Fund Development Manager. A thank you acknowledgement should be sent to the donor by the troop.
7. Cash or in-kind donations must be reported to the council on the troop's annual *Financial Report*.
8. A maximum of \$500 may be raised annually on behalf of a troop and a *Troop Sponsorship Form* reporting funds received must be submitted to the council Fund Development Manager.
9. A parent cannot make a *tax deductible* donation to a troop to solely benefit their child for a specific trip or program.
10. Girls working on an approved Gold Award project may ask for money, materials, and/or services with approval from the Gold Award Committee.