

Guidelines for Donation Requests and Money-Earning Projects or Events

Revised 3/9/2019

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Soliciting Donations of 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. (*Review the Volunteer Policy Manual, section 5.*) The following guidelines apply to soliciting funds or goods from individuals, groups, companies, or organizations by adults in support of extraordinary troop needs. Please submit the Troop/Service Unit Money-Earning/Donation Request Form, using the donation section of the form, or if it is to sponsor a troop, please use the Troop Sponsorship Request Form.

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 Troop Sponsorship Agreement must be completed and submitted to Melissa Atkins Wardy, Chief Department Officer listed above.
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 for troops during the council's product sales, or during the annual United Way campaigns in your area. Contact the Development Department at the council for blackout dates.
4. Donations may never be solicited for individuals, with the exception of the Gold Award projects noted in 10.
5. Donations are only tax deductible if made through a 501(c)3 organization. Donations made directly to troops are NOT tax deductible. If the donor wishes to claim a charitable deduction, they must make their check out to Girl Scouts of the Desert Southwest, noting in the memo line that the donation is designated for the specific group or troop. The council will send an official thank you to the donor, and will write a check in the amount of the donation directly to the troop/group. This process will take three (3) 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 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 Troop/Group Financial Report.
8. A maximum of \$500 may be raised annually on behalf of a troop through all non-product-sales money earning projects or donations.
9. A parent cannot make a tax deductible donation to a troop to solely benefit their child for a specific trip or program.
10. Girl's working on an approved Gold Award project may ask for money, materials, and/or services with approval from the Gold Award Committee.

Holding Money-Earning Projects or Events

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. (*Review the Volunteer Policy Manual, section 5.*) The following guidelines apply to holding money-earning projects or events. Please submit the Troop/Service Unit Money-Earning/Donation Request Form, using the money earning/event section of the form.

Requirements –

1. Money-earning events must be girl-led, and must be held to support a specific trip, community service project or other project of benefit to the girls.
2. A maximum of \$500 may be raised annually on behalf of a troop through all non-product-sales money earning projects or donations.
3. A Troop/Service Unit Money-Earning/Donation Request Form must be submitted to the Development Department three weeks ahead of the event.
4. No money-earning event may be held during the council's product sales, or during the annual United Way campaigns in your area. Contact the Development Department for blackout dates.

For questions, please contact Melissa Atkins Wardy, Chief Development Officer at mwardy@gdsdw.org.

Troop/Service Unit Money-Earning/Donation Request Form

Must be submitted three weeks prior to event

Date: _____ Service Unit: _____ Troop#: _____
 Leader: _____ Daytime Phone: _____ Cell Phone: _____
 Address: _____ City: _____ Zip: _____
 Email address: _____

Select one:

Money-earning event/project

Kind of event or project (be specific):

Event start date: _____

Event end date: _____

Event time(s): _____

How and when will funds be used?

Other fundraising events scheduled for this school or calendar year?

Donation of funds or goods

Person or organization asked for funds or goods:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Amount of Cash Request: \$ _____

\$ Value of Goods Request: \$ _____

Describe the purpose for the funds/goods request:

The troop will thank the donor or help the donor in the following ways:

Please note, Troop Sponsorship is a different form.

Has a budget been prepared? Yes No Troop participated in Product Sales? Fall Sale Cookie Sale

If No, please explain: _____

I certify I have read the guidelines on the first page of this form and the Volunteer Policy Manual. Initials:

Please submit completed request to Melissa Atkins Wardy, Chief Development Officer, at mwardy@gdsdw.org.

for Fund Development Office use only

Date Received: _____ Date Reviewed: _____ Approved Disapproved
 Reason for Disapproval (if necessary): _____
 Fund Development Signature: _____ Date: _____