



# Money-Earning Application (MEA)

This form is used by **Troops/Service Units** that want to hold money-earning activities in addition to Council-sponsored Fall & Cookie Programs. This form **cannot be used for GS Gold or Silver Award candidates**. Troops must have participated in both the Fall & Cookie Programs to be approved. **GS Daisies do not participate** in money-earning activities. **Troops** must complete the MEA & forward to their Service Unit Manager **two months** prior to the proposed activity. **Service Units** must complete & forward to their assigned Troop Support Manager, **two months** prior to the proposed activity. Adults managing funds must be **registered** and have completed a **criminal background check**.

A MEA must be accompanied by a **Troop/Group Activity Application (TGAA)** and flyer for approval, if applicable. Troops/Service Units must have submitted an **Annual Troop/SU Finance Report** for the previous year to Council. Please review **Tools to Lead Procedures Guide – Chapter 4 Finances** before completing.

Troop # \_\_\_\_\_ Level \_\_\_\_\_ # of girls in Troop \_\_\_\_\_ Service Unit \_\_\_\_\_

Name of person in charge of activity \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Date of activity \_\_\_\_\_ Location \_\_\_\_\_

Describe your activity \_\_\_\_\_

How will the girls be involved in this activity? \_\_\_\_\_

Purpose for which money is needed? \_\_\_\_\_

Total Cost for Money-Earning activity \_\_\_\_\_ Amt. needed \_\_\_\_\_ Est. Income \_\_\_\_\_

### Check all that apply:

- Girls have been involved in the planning & budgeting of the activity. Parent/guardian permission has been obtained for all girls.
- Troop submitted previous year's finance report to Council
- Troop has participated in the most recent Cookie Program Proceeds \$ \_\_\_\_\_
- Troop has participated in the most recent Fall Program Proceeds \$ \_\_\_\_\_
- The activity **CAN NOT** take place during the initial order period for the Fall or Cookie Programs
- The activity does not include direct solicitation of cash or gift cards and does not include a game of chance (raffle, 50-50, tricky tray, bingo, or GoFundMe accounts)
- Does not endorse/promote any business
- Does not involve the sale of commercial items
- Does not raise money for another charity or organization
- Flyer has been submitted for approval. Flyers cannot list a charge for admission and should read "Donation" or "Suggested Donation"

We understand that this is a request for approval. Final arrangements will not be made until approval has been received from Girl Scouts of Northern New Jersey. We agree to follow policies & standards stated in Volunteer Essentials, Safety Activity Checkpoints and Tools to Lead Procedures Guide. It is understood that any money earned belongs to the Troop/Service Unit and does not become the personal property of individual members.

Signature of Person in Charge of Activity \_\_\_\_\_ Date \_\_\_\_\_

Service Unit Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Staff Use Only-Final Review by Money-Earning Task Group

Request is \_\_\_\_\_ Approved \_\_\_\_\_ Denied; Reason for Denial \_\_\_\_\_