

# Money-Earning Application (MEA)

This form is used by **Troops or Service Units** that want to hold money-earning events in addition to participating in Council sponsored Fall and Cookie Programs. It is important to know that this form **cannot be used by Girl Scout Gold or Silver Award candidates (refer to the Money Earning Application for Highest Awards)**, that **Girl Scout Daisies do not hold** money-earning activities and that all adults managing funds must be **registered** and have completed a **criminal background check**. For **Extended trips: more than three (3) nights** (not including Federal Holidays) the Intent to Travel form must be approved by the Program Department and Extended Trip Training must be completed before approval. **All must review GSNNJ Financial Accountability Policies before completing.**

## Requirements for Troops

- Troops must have participated in both the Fall and Cookie Product Programs.
- Troops must have submitted an Annual Troop Finance Report for the previous year to Council.
- Troops must submit this form to their Service Unit Manager first, **two months** prior to the proposed activity. If you do not have a SUM, submit the completed form to your Troop Support Manager.
- This form must be submitted with a **Troop/Group Activity Application (TGAA)**, any flyer and messaging that will be posted online for approval. **Please visit [gsnnj.org>Forms>Marketing Materials>Stationary for Events](https://gsnnj.org/Forms/MarketingMaterials/StationaryforEvents) to choose your flyer template.**

## Requirements for Service Units

- Service Unit must have submitted an Annual Finance Report for the previous year to Council.
- This form must be submitted to their assigned Troop Support Manager, **two months** prior to the proposed activity.
- This form must be submitted with a **Troop/Group Activity Application (TGAA)**, any flyer and messaging that will be posted online for approval. **Please visit [gsnnj.org>Forms>Marketing Materials>Stationary for Events](https://gsnnj.org/Forms/MarketingMaterials/StationaryforEvents) to choose your flyer template.**

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

Name of person in charge of event \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Date of event \_\_\_\_\_

Type of event \_\_\_\_\_ Location for the event \_\_\_\_\_

Event description \_\_\_\_\_

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

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

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

### Please follow the checklist below:

- |   |  |
|---|--|
| <input type="checkbox"/> Girls have been involved in the planning and budgeting of the event. Parent/guardian permission has been obtained for all girls. | <input type="checkbox"/> The event 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).         |
| <input type="checkbox"/> Troop submitted previous year's finance report to Council  | <input type="checkbox"/> Event does not endorse/promote any business.  |
| <input type="checkbox"/> Troop has participated in the most recent Cookie Program   | <input type="checkbox"/> Event does not involve the sale of commercial items.  |
| <b>Proceeds \$</b> _____  | <input type="checkbox"/> Event does not raise money for another charity or organization.   |
| <input type="checkbox"/> Troop has participated in the most recent Fall Program   | <input type="checkbox"/> Flyer and messaging that will be posted online has been submitted for approval. Flyers cannot list a charge for admission and should read "Donation" or "Suggested Donation". |
| <b>Proceeds \$</b> _____  |  |
| <input type="checkbox"/> The event <b>IS NOT</b> taking place during the initial order period for the Fall or Cookie Product Programs                     |  |

We understand that this is a request for approval. Final arrangements will not be made until approval has been received from GSNNJ. We agree to follow policies/procedures stated in Volunteer Essentials, Safety Activity Checkpoints and GSNNJ Financial Accountability Policies. It is understood that any money earned belongs to the Troop/Service Unit and does not become the personal property of any individual member.

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

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

Application has been ☐ Approved ☐ Not Approved / Why? \_\_\_\_\_

GSNNJ Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

# Money Earning Activities

**Group money-earning activities** are organized by the troop (not by the council) and are planned and carried out by girls (in partnership with volunteers) to earn additional money for the group.

## Safety

Safety is an important consideration during money earning activities. During the activity, you are responsible for the safety of Girl Scout members, money, and products. It is imperative that Girl Scouts do not take part in anything that can be construed as unrelated business income. This is essential to protect our organization's 501(c)(3) tax exempt status. Please observe **local ordinances related to the involvement of children in money-earning activities as well as health and safety laws.**

## Additional Guidelines

Keep these specific guidelines, some of which are required by the Internal Revenue Service—in mind to ensure that sales or services are conducted with legal and financial integrity.

- Obtain written approval from your council before a group money-earning activity.
- Only **Service Units** and **Girl Scout Cadettes/Seniors/Ambassadors** will be permitted to partner with restaurants or businesses and receive a portion of the proceeds.
- Girl Scouts' Blue Book policy forbids girls from the direct solicitation of cash.
- For money-earning purposes, **gift-cards are considered cash equivalents**, and cannot be solicited as part of a troop/group or Service Unit money-earning activity.
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business, such as in-home product parties. Any business using the Girl Scout trademark or other Girl Scout intellectual property must seek authorization from GSUSA.
- Girl Scouts discourage the use of games of chance. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by the local Girl Scout council and be conducted in compliance with all local and state laws.
- Group money-earning activities need to be suited to the ages and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- **Money earned is for Girl Scout activities and is not to be retained by individuals.**

# Sample Money-Earning Activities

## Collections/Drives/Sales

- Cell phones for refurbishment
- Used ink cartridges turned in for money
- Christmas tree recycling
- Clothing collection
- Garage sale
- Craft sale
- Plant and flower sale
- Used book sale

## Food and Meal Events

- Bake sale
- Lemonade stands
- Pancake breakfast
- Spaghetti dinner
- Hoagie sale
- Troop Cookbook
- Lunch box auction (prepared lunch or meal auctioned off)
- They have themed meals, like a high tea or a build-your-own-taco bar

**Note: Please remember to check any local ordinances related to serving food.**

## Service(s)

- Badge workshops
- Babysitting for holiday or events
- Gift wrapping
- Raking leaves
- Weeding
- Cutting grass
- Shoveling snow
- Walking pets
- Car wash
- Cooking class or any other class
- Town clean up
- Service-a-thon

## Dances or shows

- Square dance
- Sweetheart dance
- Sock hop
- Bowling party
- Talent show
- Fashion show
- Magic show
- Haunted House
- Theater party
- Tea Party
- Puppet show