



Raising money?

Have you considered Snacks & Magazines, the fall product program? It's just two weeks every October and an average troop makes more than \$200!

TROOP MONEY-EARNING PROJECT APPROVAL FORM

All money-earning projects must meet GSUSA and River Valleys' policies and standards. Approval forms are required for projects earning \$100 or more. Before completing this approval form, please review Volunteer Essentials. **Submit this form to River Valleys at least 30 days prior to your proposed plans.** Incomplete approval forms may be returned and may result in processing delays. Full guidelines are available at Volunteers.GirlScoutsRV.org/earning-and-managing-troop-money/. If you have questions, email girlscouts@girlscoutsrv.org.

Troop #: _____ Service unit name: _____ Date: _____

Name: _____ Position: _____

Email address: _____ Phone: _____

Troop program grade level: _____

About your project:

Describe your project (please be specific): _____

How will girls be involved in this project? _____

Date and location of project? _____

What troop program or activity will this project fund? _____

Dollar goal (income minus expenses): _____

Check all that apply:

- Troop has turned in previous year's finance report to council (required).
- Girls have been involved in the planning and budgeting of the project.
- Parent/guardian permission has been obtained for all girls in the project.
- The troop has participated in the most recent Cookie Program (required).
- The troop has participated in the most recent Fall Product Program.
- The project will not be carried out during the Cookie Program, during the order-taking period of the Fall Product Program, or in conjunction with our service unit's family fundraising campaign.
- The project does not include a game of chance (raffle, drawing, silent auction) or direct solicitation of cash.
- The project does not endorse/promote any business or involve the sale of commercial items.
- The project does not raise money for another charity or organization.
- Girl Scout Daisies are not involved in this money-earning project.
- The project will not be promoted through paid advertising.
- The troop will receive 100 percent of the proceeds earned.
- The troop will follow food licensing guidelines and purchase a license if applicable.
- The project will not be done door-to-door or on the Internet.
- Our service unit will not profit from this money-earning project.
- We agree to follow River Valleys' and GSUSA policies and standards in Volunteer Essentials and Safety-Wise.

We understand this is a request for approval. We will not make final arrangements until we have received approval from River Valleys. If significant changes occur to this project, we will notify River Valleys by emailing girlscouts@girlscoutsrv.org.

Girl representative signature: _____ Date: _____

Adult representative signature: _____ Date: _____

Fill out form completely and send to:

Girl Scouts River Valleys
Troop Finance Specialist
400 Robert St. South
Saint Paul, MN 55107

Fax: 651-227-7533

Email: girlscouts@girlscoutsrv.org

Staff use only

Request is approved denied _____
(reason for denial)

Finance report on file: yes no

Troop notified on: _____ By: _____