

Gold Award Fundraising Guidelines

Definition

Girl Scout Seniors and Ambassadors may solicit philanthropic donations to their councils of cash or in-kind goods for Girl Scout Gold Award projects, provided they have secured prior written permission from the council through the Gold Award Project Fundraising Request – Part A Form.

Purpose

These guidelines are intended to help Girl Scout Seniors and Ambassadors fund their Gold Award project while maintaining compliance with council audit requirements and IRS guidelines.

Preparing to Fundraise

Fundraising may not begin until the Gold Award Project Proposal and the Gold Award Fundraising Request – Part A Form has been reviewed and approved by council.

All funds will be submitted to and held by the council on behalf of the Gold Award Project until they are ready to be utilized.

Guidelines

- Solicited funds are to be used explicitly for the girl's approved Gold Award Project, which has a defined project scope. Girls may not solicit donations for another organization.
- At the end of the project, girls will need to account for all revenue (money received) and expenditures (money spent).
- Girls may not sell commercial products outside of the Girl Scout Cookie Program and other council-run Girl Scout Product programs. (i.e.: Pampered Chef, Tupperware, Lula Roe, etc....)
- Local organizations or corporations may offer grants* for projects. If a Girl Scout finds one of these opportunities, she must receive council approval by submitting the Gold Award Project Fundraising Request form – Part A prior to applying for the grant.
- Fundraising may not take place during the same time as the council's Fall or Cookie Product Programs or during United Way blackout periods within their community.
- Crowdsourcing is not an approved method of fundraising. This includes Go Fund Me accounts, Facebook Fundraisers, etc.
- Project Advisors can support girls in the solicitation process, but girls determine the best route for funding.
- The council will issue acknowledgement letters for tax purposes in accordance with its usual financial accounting process just as they would with any other donor.
- Unused funds and abandoned project funds will be returned to the council.

Procedure

1. Complete the Gold Award Project Proposal in GoGold, indicating the desire to fundraise within the project expenses question.
2. Following initial project review and prior to the Gold Award Project Interview, submit the Gold Award Project Fundraising Request Form – Part A to council for approval of fundraising plans. A comprehensive list of needs with estimated cost and potential donors will need to be submitted with this form. Allow two weeks for review of this form.
3. Complete the Gold Award Project Interview with the Girl Experience Manager (GEM).
4. Once the Gold Award Project and the Gold Award Project Fundraising Request Form have been approved, solicitation of donations may begin.

Acceptable donations methods:

- Cash
- Checks made payable to Girl Scouts Dakota Horizons with the project name indicated in the memo line.
- Credit Card donations with the following requirements:
 - The troop account would need to be utilized, with prior approval from troop leadership.
 - The Gold Award Project must absorb any associated credit card fees into project expenses.
- Gift-In-Kind*
- Money Earning Activity*
- Additional giving methods (such as electronic deposit or matching giving programs) need to be discussed with the GSDH VP of Development. Contact Member Services to get connected.

Unacceptable donation methods:

- Crowdsourcing*
5. All donors must be listed on the Gold Award Fundraising Request Form - Part B, which is to be submitted to council along with donations received. Donations should be processed in the following ways:
 - All cash donations, regardless of the amount, need to be deposited into a troop or service unit bank account and a check sent to the council for the amount.
 - All checks, regardless of the amount, are sent to the council with the Gold Award Fundraising Request – Part B attached.
 - Gift-In-Kind should be submitted to the council through the [Gift-In-Kind Contribution Reporting form](#) located on the council website. Review the [Gift-In-Kind Procedure](#) found on the council website.

Note: An email will be sent to the girl member from council to verify receipt of funds for the Girl Scout Gold Award Project.

6. When the funds are needed to begin executing the project, complete Part C of the Gold Award Project Fundraising Request form. Allow two to four weeks from submission to receive funds back.
7. Funds requested will be sent via ACH to the designated troop or Service Unit bank account. Note: A current Bank Account Confirmation/ACH Form for the account must be on file with council.
8. Work with your project advisor and the bank account signers who manage the Girl Scout bank account to determine how you will make purchases for the project.
Note: Receipts for expenses must be turned in to the troop or service unit for their finance report. We recommend keeping copies for yourself.
9. Send a thank you note to all donors sharing the outcome of your project.

***Glossary of Terms**

Gift-In-Kind related to Gold Award Projects are contributions of goods or services that can be used to execute the project.

Money Earning Activity is an activity where money is earned through fundraising activities outside of the Girl Scout Cookie Program and Fall Product Program.

Crowdsourcing is a term that refers to any effort to raise money with donations from a large number of people, primarily via the internet; also known as Crowdfunding.

Grants are non-repayable funds disbursed or given by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a nonprofit entity.

Gold Award Fundraising - Part A



Prior to submitting this form, please review the above Gold Award Fundraising Guidelines. Allow two weeks for review of this form.

First & Last Name: _____ Date: _____

Troop Number: _____ Amount of Funds to Raise: _____

Gold Award Project Name: _____

I would like to approach the following to support my Gold Award project (use next page for additional entries):

Fundraising Method	Date of Activity (Only for Money Earning Activity)	Name of Organization/Activity Description

Fundraising may begin after the Gold Award Project and this Gold Award Fundraising Request - Part A have been approved. Use Part B to submit all donations to council as they are received.

For Office Use Only

Received by: _____ Date: _____

Gold Award Fundraising - Part A



Fundraising
Method

Date of Activity
(Only for Money Earning
Activity)

Name of Organization/Activity Description

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

Gold Award Fundraising - Part B



Each donor contributing to your Gold Award Project must be listed on this form. Submit this form to council with funds. Checks are to be sent to council within 5-7 days of receipt. Cash received needs to be deposited into your troop account and a check for equal amount issued to council. Refer to Gold Award Fundraising Guidelines Procedure #5.

First & Last Name: _____

Troop Number: _____ Submission Date: _____

Gold Award Project Name: _____

Cash Donations deposited into troop account:

Donor	Address	Date Received	Amount	Troop Check #

Checks submitted to council:

Donor	Address	Date Received	Amount	Check #

*An email will be sent verifying receipt of funds.

For Office Use Only

Received by: _____

Date: _____

Gold Award Fundraising - Part C



Use this form to request funds needed to begin executing your Gold Award Project.
Allow 2 to 4 weeks from submission for receipt of funds via ACH into the account indicated.

Date: _____

First & Last Name: _____

Gold Award Project Name: _____

Amount Requested: \$ _____ All Available Funds

ACH Payment to

Service Unit Name/Troop Number: _____

For Office Use Only

Received by _____ Date _____

Approved by _____ Date _____

Distributed by _____ Date _____