

## **Service Unit Funds Request**

When possible, Girl Scouts—Dakota Horizons (GSDH) staff will offer activities such as membership recruitment and renewal activities, girl programs, or volunteer trainings to your area's members. Other times, GSDH may have funds available to support local service unit led activities. The availability of funds varies throughout the year and from year-to-year. In order to be considered for financial support from council, the Service Unit Funds Application and a budget must be submitted and approved in advance of the event.

### **Pre-Event**

1. Complete a budget (template provided at [gsdakotahorizons.org](http://gsdakotahorizons.org) under Volunteer Resources, then service unit resources)
2. Complete the Service Unit Funds Request: Pre-Activity Application
3. Submit the budget and application to your Member Support Specialist at least 3 weeks prior to starting event promotions (i.e. distributing flyers).
  - a. GSDH will review and send back approved budget and pre-approved SU Funds Application. Distribution of funds is contingent on the service unit providing post-event requirements. See the Service Unit Funds Request: Post-Activity Report for details.

### **Host the Activity**

4. Conduct activity. Remember to keep all receipts and an attendance roster.

### **Post-Event**

5. Complete & submit to your Member Support Specialist the Service Unit Funds Request: Post-Activity Report and required documents.
6. Upon receipt of all the post-activity requirements, the documents will be reviewed and payment will be made via ACH within 4 weeks.

## Service Unit Funds Request: Pre-Activity Application

Required at least 3 weeks prior to activity date.

Service Unit \_\_\_\_\_ Community \_\_\_\_\_

Request Date \_\_\_\_\_ Program Date(s) \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Funds will be used for:       Retention                       Recruitment                       Program  
    Volunteer Support                       Other \_\_\_\_\_

Describe planned activity in detail:

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Select the Girl Scout Leadership Experience Outcomes girls will achieve at this program: (check all that apply)

- Sense Of Self: Girls have confidence in themselves and their abilities, and form positive identities.
- Positive Values: Girls act ethically, honestly and responsibly, and show concern for others.
- Challenge Seeking: Girls take appropriate risks, try things even if they might fail, and learn from their mistakes.
- Healthy Relationships: Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively
- Community Problem Solving: Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create "action plans" to solve them.

Balance in SU checking account \$ \_\_\_\_\_ as of date \_\_\_\_\_

Girl Fee                      \$ \_\_\_\_\_

x #min participants    # \_\_\_\_\_

= Revenue                \$ \_\_\_\_\_

- Total Expenses        \$ \_\_\_\_\_ (M57 +Q57 from budget):

Amount Requested\*    \$ \_\_\_\_\_

Attachments to include with application:     Budget             Prior month's bank statement

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

\*Girl Scouts – Dakota Horizons award decisions are based on funds available in the council operating budget and final payment is contingent on timely submission of the Service Unit Funds: Post-Activity Report and all post event requirements.

Pre-approved amount \_\_\_\_\_ Pre-approved by \_\_\_\_\_ Date \_\_\_\_\_

### Return to:

**Bismarck Office**  
735 Airport Road  
Bismarck, ND 58504

**Fargo Office**  
1002 43rd Street S  
Fargo, ND 58103

**Rapid City Office**  
1202 E St Francis St  
Rapid City, SD 57701

**Sioux Falls Office**  
1101 S Marion Road  
Sioux Falls, SD 57106

**Minot Office**  
525 31st Avenue SW  
Minot, ND 58701

**Grand Forks Office**  
2525 Demers Ave  
Grand Forks, ND 58201

## Service Unit Funds Request: Post-Activity Report

In order for funds to be released, copies of all receipts, approved budget, and final participant roster must be submitted within 30 days following the event. Deadline to submit current membership year event applications is August 1 and final paperwork is due by September 10th.

- A. Girl participants # \_\_\_\_\_ X girl fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- B. Adult participants # \_\_\_\_\_ X adult fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- C. Girl/Adult Fee collected (A+B) \$ \_\_\_\_\_

Expense Items	Receipt Totals	Description
<i>Please include below all expenses incurred to conduct the activity.</i>		
Food and Beverage		Food and beverages served for programs
Program and Supplies		Craft items, books, t-shirts, badges, etc
Office Supplies		Includes paper, pens, printer cartridges, printing services, markers, etc.
Postage/Shipping		Mailing costs for flyers or invites. Receipts must be kept and submitted.
Financial Assistance*		Girl/adult participants needing financial assistance.
Rent		Facility and/or Equipment
Other (provide description)		
Other (provide description)		
Other (provide description)		
D. Total Expenses		

Fees (C) – expenses (D) = Final amount requested \$ \_\_\_\_\_

Submitted by:

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Include with form:  Copy of Approved budget  Copy of Pre-approved application  
 Roster of girl participants and financial assistance requests  Receipts for expenses

### OFFICE USE ONLY—AMOUNT APPROVED

\$ Amout	GL Acct Code	Dept	Activity	Source	Location

Senior Regional Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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