

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 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:

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:

Girl Scouts Dakota Horizons
1101 S Marion Road
Sioux Falls, SD 57106

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
Please include below all expenses incurred to conduct the activity.		
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
SignatureDate

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

OFFICE USE ONLY—AMOUNT APPROVED

\$ Amount	GL Acct Code	Dept	Activity	Source	Location

GSDH Staff SignatureDate

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Sioux Falls, SD 57106