

Troop and Service Unit Donation Guidelines for Volunteers

Types of Donations that Troops/Service Units Can Receive:

- Pass-Through Donation: Monetary donation made to GSHPA and transferred in its entirety back to the designated troop/service unit.
- In-Kind Donation: A non-monetary donation made in the form of goods or services.

In-Kind Donation Instructions for Volunteers

1. If formal letterhead is required, volunteer submits the [Donation Letter Request Form](#) to request a formal letter to submit to businesses/organizations for non-monetary donations.
2. Request a letter from donor to describe the in-kind gift and what they (the donor) estimate as value.
3. Once receipt is confirmed, volunteer completes the [Troop/SU Donation form](#) with information pertaining to the details of the donation being made to the troop or service unit.
4. The Troop/Service Unit is encouraged to write a personal note to acknowledge and thank the donor for their generosity, noting date received and description of item or service donated in-kind.
5. Forward a copy of items 2-4 to GSHPA.

Monetary Donation Instructions for Volunteers

1. When a volunteer becomes aware of a monetary donation, the volunteer must complete the [Troop/Service Unit Donation Form](#) with information pertaining to the details of the donation being made to troop or service unit.
2. Donation checks need to be made payable to *Girl Scouts in the Heart of Pennsylvania* with the troop or service unit number indicated in the memo section. Checks should be mailed within 7 days of receipt to:
GSHPA
Attn: Fund Development
350 Hale Ave.
Harrisburg, PA 17104
6. Donors making their donations through GSHPA's website should list the troop or service unit number under the "My gift above is donated in honor of" section. Volunteer should complete the [Troop/Service Unit Donation Form](#) within 2 days of becoming aware of it.
7. ACH Deposit for the pass-through amount will be deposited to the Troop/Service Unit Bank Account that is on file. Please allow 4-6 weeks for processing after the donation is received.
8. Please ensure that all bank information is up to date in order to avoid any delays with the ACH being processed. Please complete the [GSHPA Troop/Group Bank Account Request](#) as updates are needed.

Donation Items to Note

- Girl Scouts in the Heart of Pennsylvania holds the official 501(c)(3) status, and therefore, all financial and in-kind gifts must be processed through the council office.
- Girl Scouts' [Blue Book](#) policy forbids girls from the direct solicitation of cash. A girl can present her take-action project to a business or organization but an adult volunteer needs to make the formal request for support.
- We, as the recipient (Troop or Council) do not estimate the value of the in-kind service or item. Per IRS regulations, this value must be assigned by the donor.
- When a donation of \$250.00 or more is received by a troop/group, the check received from the donor should be made payable to GSHPA. The responsible party from the troop/service unit must fill out the [Troop/Service Unit Donation Form](#). The donation check will be received according to IRS Tax Standards and the full amount of the donation will be directly deposited (ACH) into the troop or service unit's bank account.
- Smaller donations, where the donor is not expecting a tax acknowledgement letter may go straight to troop, although it is preferred that it comes through council.
- Troop can utilize a corporate match program that may be available in their community. Many employers sponsor matching gift programs and will match any charitable contributions or volunteer hours made by their employees.
- Council has the right to decline a gift if it is not reasonably able to administer the terms of the gift in accordance with the donor's wishes. Gifts or contributions that do not further and fulfill the mission of GSHPA and the long-range financial viability of the council may be declined. If the offer of donation is declined, staff will contact the volunteer who submitted the form.
- Information about donors and donations is handled with respect and confidentiality to the fullest extent provided by the law. GSHPA staff and volunteers are not permitted to use or share this information for any purpose other than in support of Girl Scouts.