

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.

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 has been reviewed and approved by council and the Gold Award interview has been conducted.

If fundraising online through Fundrazr (GSHPA's chosen crowdsourcing platform), 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.
 - Funds need to stay with the project they are fundraised for, unless fundraising has been done by the whole troop to support multiple projects and will be distributed by the troop leader
- ▶ 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, LulaRoe, etc....)
- ▶ Local organizations or corporations may offer grants* for projects. Girl Scouts may not apply for grants as an individual, so they should partner with the organization they are supporting with their project to apply on their behalf for grant funds
- ▶ Girl Scouts are strongly encouraged to use the Fundrazr platform through GSHPA as opposed to other crowdsourcing platforms (GoFundMe, etc.). This is to help avoid additional

unnecessary fees and to follow our IRS guidelines as a non-profit organization

- ▶ Fundraising totaling over \$7,500 will be passed through GSHPA to reduce the burden on troop bank accounts and to allow for better tracking of passthrough funds.
- ▶ Project Advisors can support girls in the solicitation process, but girls determine the best route for funding.
- ▶ The council will issue acknowledgment letters for tax purposes in accordance with its usual financial accounting process just as they would with any other donor.
- ▶ Girl Scouts have 6 months from the date of their final report approval to use their fundraised funds. Leftover funds can be used to purchase in-kind donations for the partner organization of the project or to be given the group/organization continuing the project as part of their sustainability. * Girls cannot donate the funds to another organization directly per IRS guidelines, and leftover funds also cannot be transferred to another Highest Awards project as the funds were raised for that specific Gold Award project. Unused funds and abandoned project funds will be returned to the council after the 6th month mark mentioned above.
- ▶ The contact for Gold Award Fundraising questions is development@gshpa.org.

Procedure

1. Complete the Gold Award Project Proposal in GoGold, indicating the desire to fundraise within the project expenses question.
2. Complete the Gold Award Project Interview with the Girl Leadership Program Coordinator. Fundraising is one of the questions discussed during the interview, and the Program Coordinator will learn more about the fundraising plan, support needed, etc.
3. Once the Gold Award Project Proposal has been approved, solicitation of donations may begin.

Acceptable donations methods:

- Cash
 - **Checks made payable to Girl Scouts in the Heart of Pennsylvania with the Girl Scout's name indicated in the memo line.**
 - Credit Card donations with one of the following options:
 - Fundrazr account created through GSHPA
 - Through the troop account, with prior approval from troop leadership
 - Gift-In-Kind*, we can assist with donation letters on GSHPA letterhead if needed by a business/organization looking to make an in-kind donation
 - Money Earning Activity*
4. When the funds are needed to begin executing the project, complete the Gold Award Funds Request form and send to development@gshpa.org. Allow two to four weeks from

submission to receive funds back in your selected method of the following options:

- a. Deposited directly into troop bank account (option unavailable for Juliettes, please reach out to GSHPA to discuss Juliette options)
 - b. Girl Scout forwards invoice from vendor to GSHPA for payment to vendor directly
 - c. Reimbursement for expenses of the Girl Scout (must include receipts and Expense Report with form)
5. If funds are deposited into the troop bank account, work with your troop leader on how to utilize the funds for your project.
 6. 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 Funds Release Form

I, _____, and _____ request the
 Girl Name Guardian Name
release of funds from Fundrazr held by Girl Scouts in the Heart of Pennsylvania
for my Girl Scout Gold Award.

I am choosing the following option for disbursement of my funds:

☐ Deposit the funds into my troop's bank account

Troop # _____

☐ Reimbursement for purchases already made (must submit receipts and
Expense Report in addition to this form)

☐ Direct payment of vendor invoice. The invoice must be forwarded to GSHPA
and include the following information:

- Girl Scout Name
- Vendor Name
- Date of Invoice
- Cost of Items/Materials
- Address to send payment

Also, Girl Scout should provide an explanation with this form of how the
materials in the invoice will be used for their project

Submit the completed form to Development@gshpa.org. Please allow at least 2
weeks for fund disbursement for your chosen method.

*Please note that all funds raised for a Gold Award project must be used within 6
months of the final report being approved, and that funds cannot be transferred
to another project.

Girl Scout Signature _____

Guardian Signature _____

Gold Award Expense Report

Please submit this additional form if the Reimbursement option has been selected on the Funds Release Form. Receipts for all listed expenses will need to be included in your submission. Please send form to Development@gshpa.org.

Girl Scout Name: _____

Date of Purchase	\$ Amount	Explanation of Purchase	Receipt Included?

Please mail check to:

Name _____

Address _____

City, State, Zip _____