



Girl Scout Gold Award Participant Request to Solicit Donations Form

Girl Scout Name:

Troop or Service Unit #:

County & School District: _____

Name of Gold Award Committee Mentor:

Project Name: _____

Project Description: _____

Who will the project serve (e.g. elderly, youth, veterans, etc.)? _____

Please list the corporation(s) or foundation(s) you plan to solicit and the amount you are requesting:

Name

Amount

Project Budget: Please attach the "Gold Award Project Record of Income and Expenses form. This form can be found on the GSWPA website under Forms, under Gold Award Worksheets.

For review and approval, please send form to:

Alicia Templeton

Manager, Annual Giving & Major Gifts

Girl Scouts Western Pennsylvania

30 Isabella Street, Suite 107

Pittsburgh, PA 15212

Via e-mail at atempleton@gswpa.org



Gold Award Candidates Guidelines for Donation Solicitation

To be in compliance with the policies and procedures of Girl Scouts USA and the IRS Guidelines GSWPA does not permit **troops, groups or Service Units to solicit cash gifts, donations or grants of any monetary value (in-kind solicitation for a service project is permitted).**

Exception for Gold Award Candidates

Girls working towards earning an approved Gold Award Project may ask for money, materials, or services with an approval from the GSWPA Fund Development Department.

- Some local business and foundations earmark funds for youth projects which may afford an opportunity for funding of Gold Award Projects.
- These requests are viewed by GSWPA as mission related, not for and will not benefit individual girls (no private enumeration).
- Corporations or foundations should not be encouraged to support a project to the detriment of the greater good of the entire Council. All contributions must support the Girl Scout Leadership Experience.

Guidelines

1. Participant must have an approved Gold Award Project.
2. Participant must submit a Request for Solicitation Form (see attached) to the Fund Development Department. Applications may be denied if they potentially conflict with Council fundraising.
3. Each request cannot exceed \$1,000.
4. Once approved, requests will be made on GSWPA digital letterhead provided by Fund Development and must **clearly** state that they are requesting funding/donation for their Girl Scout Gold Award Take Action community project and not on behalf of the Girl Scouts. A Sample Donation Letter will be provided by Fund Development.
5. Donation checks must be issued payable to Girl Scouts WPA and sent to: GSWPA, 30 Isabella Street, Suite 107, Pittsburgh, PA, 15212. Please have donor indicate in the memo of the check, the GS participant's name, troop # and project name. The 10% processing fee will be waived.
6. Fund Development will process check and send to Gold Award participant to be used in good faith for their project.

For information regarding troop/group money-earning activities, please refer to the [Additional Money-Earning Activities Procedure](#).