

## Quick Guide for Troop and Service Unit Additional Money Earning and Donations

Additional money-earning activities are a way to fund troop and service unit activities outside of our MagNut program and the Girl Scout Cookie Program.

### Prerequisites for holding Additional Money-Earning Activities:

1. Troops must participate in both the MagNut program and the Girl Scout Cookie Program and meet per-girl-average requirements.
2. Troops must be in good financial standing by completing an approved Annual Finance Report for the previous year.
3. Troops must read and comply with our council's financial policies.
4. Troop leaders must complete and submit the **Additional Money-Earning Request Form** one month prior to the proposed activity.
5. Troop leaders must obtain caregiver permission slips for all participating girls.
6. Troops must follow *Safety Activity Checkpoints* and all safety standards set by our council.
7. Troops must follow the guidelines set by *Volunteer Essentials* for approved money-earning activities and the management of troop funds.
8. Troops must observe blackout dates during the MagNut Program and the cookie program if the money-earning activity involves selling items. Activities that involve hosting events or providing services may be approved on a case-by-case basis during these blockouts.

DOs	DON'Ts
DO events like food stands, bake sales, yard sales, etc.	DON'T hold raffles, contests, bingo, other games of chance, Thon events, product demonstration parties.
DO provide services such as yard work, babysitting, cooking classes, etc.	DON'T sell/endorse commercial products that generate profits or endorse another company (hoagies, pizzas, popcorn, chocolate bars, etc).
DO purchase supplies to donate to other organizations with any money earned	DON'T donate money to other organizations
DO ask for in-kind donations (lumber, paint supplies, etc.)	GIRLS cannot ask for monetary donations

### Things to keep in mind:

- Money collected from any money-earning activities belongs to the troop or service unit, not to individual Girl Scouts.
- *Volunteer Essentials* and *Safety Activity Checkpoints* provide the necessary information to ensure activities are okay for your troop level and comply with council guidelines.
- Detailed explanations can be found in our Additional Money-Earning Activities Procedure.

To get started, submit a request using the [online form](#). Your request will be reviewed by the volunteer finance specialist who will approve, deny, or request additional information.

### Popular Additional Money-Earning Activities:

Food stand at local events • Recycling drive (cans, ink cartridges, electronics) • Car wash • Craft fair  
• Dog-walking service • Yard work • Car wash • Workshop or how-to taught by girls • Babysitting for special events • Pancake breakfast or spaghetti dinner • Haunted house • Bake sale • Yard sale • Gift-wrapping • Face painting at event • Growing/selling plants • Journey events

\*All activities involving food must be prepared in a commercial kitchen under the supervision of a certified food handler.  
Items requiring refrigeration must be kept in appropriate, approved containers/appliances.

## What to know about in-kind and pass-through donations:

### Pass-through donation:

Monetary donation made to Girl Scouts Western Pennsylvania and transferred in its entirety back to the designated troop or service unit.

### In-kind donation:

A non-monetary donation made in the form of goods and services

When you become aware of a monetary donation, complete the Troop/Service Unit Donation Form **within 2 days**.

Council holds the official 501(c)3 status. Therefore, all financial and in-kind gifts must be processed through council.

All donations of \$250 or more need to be made payable to Girl Scouts Western Pennsylvania. Once processed, council will deposit the money via ACH to the troop or service unit.

Checks should be made out to:  
Girl Scouts Western Pennsylvania, Attn: Fund Development, 503 Martindale St., Suite 500, Pittsburgh, PA 15212 and should note Troop # in the memo line.

Smaller donations (<\$250) for which a donor is not expecting a tax acknowledgment letter, may go directly to the troop, but it is preferred to still go through council.

For more detailed explanations and policies, review [\*How to Spend Your Troop Funds: Dos, Don'ts, and Breakdown\*](#), [\*Volunteer Essentials\*](#), and [\*Safety Activity Checkpoints\*](#), as well as our full [\*Additional Money-Earning Activities Procedure\*](#) found at gswpa.org.

Opportunities to raise funds by grade level						
Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Multi-Level
Daisies and Brownies may only participate in the MagNut and cookie programs.	Brownies can participate in one additional money-earning activity.	Juniors may participate in up to two additional money-earning activities.	Cadettes, Seniors, and Ambassadors may hold an appropriate number of money-earning activities to support the budget of their planned activities.			Multi-level troops may participate in additional money-earning activities according to age-level participation.