

# TROOP MONEY EARNING PROJECT APPROVAL FORM

All money earning projects must meet GSUSA and River Valleys' policies and standards. Approval forms are required for projects earning \$100 or more. Before completing this approval form please review the guidelines in the Council Reference Guide and Safety-Wise. Submit this form to the River Valleys program department at least 30 days prior to your proposed project. If the project is to support an extended trip, initial money earning plans should be made at the same time as trip plans. Incomplete approval forms may be returned and may result in processing delays. If you have questions e-mail [moneyearning@girlscoutsrv.org](mailto:moneyearning@girlscoutsrv.org).

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Troop #: \_\_\_\_\_  
Role in Troop: \_\_\_\_\_ Service Unit Name: \_\_\_\_\_  
Troop's Program Grade Level: \_\_\_\_\_ Grade(s) of Girls: \_\_\_\_\_  
Describe your project (please be specific): \_\_\_\_\_

How will girls be involved in this project? \_\_\_\_\_  
Date and location of your project? \_\_\_\_\_  
What troop program or activity will this project fund? \_\_\_\_\_  
Dollar Goal (income minus expenses): \_\_\_\_\_

## Check all that apply:

- 1. Girls have been involved in the planning and budgeting of the project.
- 2. Parental permission has been obtained for girls to participate in the project.
- 3. The troop has participated in the most recent Cookie Program Activity.
- 4. The troop has participated in the most recent Fall Product Program.
- 5. The project will not be carried out during the entire Cookie Program Activity, during the order taking period of the Fall Product Program, or in conjunction with our service unit's family fundraising campaign.
- 6. The project does not include a game of chance (raffle, drawing, silent auction) or direct solicitation of cash.
- 7. The project does not endorse/promote any business or involve the sale of commercial items.
- 8. The project does not raise money for another charity or organization.
- 9. Girl Scout Daisies are not involved in this money earning project.
- 10. The project will not be promoted through paid advertising.
- 11. Girls will receive 100 percent of the proceeds earned.
- 12. The troop will follow food licensing guidelines and purchase a license if applicable.
- 13. The project will not be done door to door or on the Internet.
- 14. Our Service Unit will not profit from this money earning project.
- 15. We agree to follow River Valleys' and GSUSA policies and standards in the *Council Reference Guide*, *Blue Book of Basic Documents*, and *Safety-Wise*.

**Agreement:** We understand that this is a request for approval. We will not make final arrangements until we have received approval from the River Valleys' program department. If during the planning process significant changes occur in the information on this form, we will notify the staff person who approved our request.

Girl Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Adult Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Council Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Request is Approved OR Denied (reason for denial: \_\_\_\_\_)  
Troop Notified on: \_\_\_\_\_ By: \_\_\_\_\_

FILL OUT FORM COMPLETELY AND MAIL OR FAX TO:  
**Girl Scouts of Minnesota and Wisconsin River Valleys**  
**Rochester Service Center**  
**4228 8th St. SW**  
**Rochester, MN 55902**  
**507-288-7702 FAX or [moneyearning@girlscoutsrv.org](mailto:moneyearning@girlscoutsrv.org)**

