

Girl Scouts of Oregon and Southwest Washington has two product sales during the program year. Troop profits earned through participation in these program activities are adequate to finance troop/group activities. If additional funds are needed for special activities, you must follow council policy and the procedure stated below.

Guidelines for Additional Money-Earning Activities

Procedure

A group will complete the appropriate money earning application and submit it for approval. Applications are to be submitted to answers@girlscoutsosw.org at least six (6) weeks prior to the proposed event. The approval decision will be emailed to the troop, the events and travel coordinator, service unit treasurer and service unit manager in the appropriate service unit.

Money-earning activities will not receive approval if scheduled to be held during the order-taking portion of the Fall Product Program or during any aspect of the Girl Scout Cookie Program.

Money-earning activities may not receive approval if scheduled to be held during some local United Way campaigns.

No troop/group money-earning activity designated to finance Girl Scout travel will be approved until the notice of intent to travel (form #119) or extended trip application (form #121a) has been given to the appropriate staff and/or service unit event/travel coordinator.

Daisy Girl Scouts do not participate in group money-earning activities.

Raffles, bingo and other games of chance are prohibited.

Commercial products with packaging and/or company logo/name may not be sold by Girl Scouts. To do so would imply endorsements of the products by Girl Scouts, which is not allowed.

Definition

“Money-earning” refers to activities following a budget that are planned and carried out by girls in partnership with adults to earn money for the troop/group treasury. Money-earning activities have program value for girls with “earn-ing” being the operative word. The girls provide products (i.e. wreaths, handmade crafts, etc.) or services (i.e. Girl Scout event, car wash, babysitting, dog walking, etc.) in exchange for payment.

Policy

The only council-sponsored money-earning activities are those approved by the board of directors. This refers to product sales.

Only registered troops/groups and registered girls may participate in council-sponsored money-earning projects.

*Troop/group leadership must provide eligible girls with the opportunity to participate in the council-wide product sales. (Because of Girl Scouts USA determinations troops/groups cannot be penalized for not participating in council sponsored money-earning projects.)

Participation by troops/groups in money-earning activities, other than council-sponsored product sales, must have demonstrated need and prior approval.

Non council-sponsored money-earning activities will not be approved if troop/group financial reports are not current.

Girl Scouts of the USA Policy

Permission for Commercial Endorsements

Permission to endorse commercial products or to give endorsement of such by implication must be obtained from Girl Scouts of the United States of America and shall be granted only when such endorsement is in keeping with Girl Scout principles and activities. - *Blue Book of Basic Documents, 2020*

This means that sales of Tupperware, Discovery Toys, Lloyds of London,... and/or coupons such as Gold C Coupon Book, Entertainment Coupon Book, pizza coupons,... are not allowed.

Additional Information

- Any money-earning activity hours may not be counted as service hours, or to fulfill requirements for awards and insignias.
- Girl Scout troops may earn money by providing program to other Girl Scouts.



Additional Money-Earning Activity

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Procedures:

1. Your *Troop Financial Report* for the previous year must be on file (first year troops/groups are exempt).
2. Submit this application to answers@girlscoutsosw.org for approval a minimum of six weeks before the activity.
3. Your approval will be emailed to you, your service team events and travel coordinator, service unit manager and service unit treasurer.
4. Remember to include the net income from this activity on your *Troop Financial Report* at year-end.

Date _____ Service unit/operating team _____

Troop/group # _____ Program level _____

Leader's name _____

Address _____ City _____ ZIP _____

Email address _____ (Notification will be sent via email if provided)

Day phone (_____) _____ Evening phone (_____) _____

Was every girl given the option of participating in the council product sales*? Yes No

Date of event _____ Location _____

Describe, with some detail, the money-earning activity _____

Projected gross income \$ _____ minus projected expenses \$ _____ = projected net income \$ _____

Name of person in charge (if other than leader). All Girl Scout activities must be supervised by a registered/trained adult

Name _____ Title _____ Day phone (_____) _____

Number of girls in troop/group _____ Number of girls participating in money-earning activity _____

Describe the purpose for which the money is to be used _____

Have you checked *Safety Activity Checkpoints* requirements? Yes No

Leader signature _____ Date _____

Program staff signature _____ Date _____

Approve Disapprove

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Girl Scouts of Oregon and Southwest Washington has suspended in-person gatherings in response to the health and safety impacts of the COVID-19 pandemic. Updates to in-person gathering will be announced by November 1, 2020. Please reference GSOSW's *Girl Scouts Together* for more information about how to proceed once your county has re-opened for in-person meetings. Money-earning projects that take place in areas where in-person meetings are restricted must be planned virtually by the girls using the following guidelines.

Promotion and Communication

- The virtual platforms provided by GSUSA and GSOSW for the two annual product programs are the only ones that can be used. No other selling platforms are allowed.
- Virtual promotion and communication about the money earning project must happen using a group email account monitored by an adult OR an adult email account supervised by an adult.
- Troops may create a static troop website (with no commenting or posting) and can share information about the money-earning project there.
- Virtual promotion of the project may only be done on a social networking site that is set to private, like the local service unit leader Facebook page.
- Only first name, troop number and council name can be used to identify girls.
- Personal emails or street addresses of girls should never be used for contacting or responding to customers.
- Girls should be encouraged to email or phone family and friends about the product or service they are providing. No door to door promotion or selling can take place.
- All fliers created to promote the project that include the Girl Scout logo must be approved by the service unit girl experience mentor.

Payment Handling

- All money exchange should happen virtually by using a troop or service unit Square, Venmo or Paypal account. Account must be linked to GSOSW troop or service unit bank account and not to a personal account. Invoices can be sent to customers through Square.
- Girls should not receive or handle cash or check payments for products.

Product distribution/pick-up

- Distributing party must record and store a detailed listing of when, where and to whom all items were distributed. These records must be made readily available to GSOSW upon request. If there is a positive COVID-19 case associated with the distribution, public health may need service unit/GSOSW to provide this information for a contact tracing investigation. Records must be kept for 60 days after distribution.
- All arrangements must be made in a fashion that a customer will receive/retrieve their items at a designated time so that there is only one pick up occurring at a time to reduce contact.

Below are guidelines for girl delivery of customer orders. When troops deliver orders to their customers, there are two basic formats available. The distributing party may choose the format that best suits their needs. These formats are interchangeable, meaning families can do one or both depending on the circumstance. See below for more information on these formats. Regardless of the format of delivery chosen, the GSOSW Guidelines for Girl Delivery must be observed.

Available Distribution Formats:

- Supervised pickup from designated location: Items are set out in a secure location on public/community property for a customer to pick up at a designated time. For example on a school/business parking lot. This method requires that a person be present to monitor the items until all pickups are complete. Scheduling is still required, and 6 foot distancing must still be observed.
- Delivery to a Private location/Pick-up from a private location: Items are sorted and delivered to or picked-up from private property at a designated time. For instance, they can be dropped on a porch/carport. Scheduling is still required. A list of where and when items were delivered must still be provided. Items that are left unattended and

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lost because the recipient did not retrieve the items are not replaceable.

- Unsupervised pickup from private location: Items are set out in a secure location on private property for a troop/girl to pick up at a designated time. For example on a porch/carport. Scheduling is still required. Items that are left unattended and lost because the recipient did not retrieve the items are not replaceable.

GSOSW Guidelines for Girl Delivery to Customers:

Regardless of which distribution format is used, the guidelines below must be followed:

- Face coverings required during pickup and/or distribution.
- Maintain six feet physical distancing during any in person situations.
- Car sharing for any stage of the process to include only people you are quarantining with.
- Notify customers with text, email or phone call that you will be delivering product to porch or desired location, collaborate on a date and time.
- Ensure that the delivery time will require minimal or no contact.
- Items should be sorted and clearly labeled into individual packaging for each customer order drop off (into a box/bag).
- Inform customer product has been delivered so they can retrieve and verify receipt.

How will troop follow COVID guidelines during the additional money-earning project:

Describe planned promotion of project:

Describe plans for communicating with customers:

Describe plans for handling payment:

Describe planned distribution of product:

Acknowledgment of Responsibilities

I certify that the information on this form is correct and current to the best of my knowledge. I agree to ensure the troop complies with all COVID Additional Money-Earning Procedures listed above. I understand funds earned from additional money earning projects are troop funds and are to be used only for troop members – registered girls and adults required for ratio.

I acknowledge that GSOSW reserves the right to deny and/or cancel a project, should our plan fall out of compliance with current GSUSA and council safety standards, policies and procedures.

Leader signature _____ Date _____