

Money-Earning refers to activities brainstormed, organized and carried out by Brownie through Ambassador Girl Scouts - with guidance from their supporting adults - that earn money for participation in Girl Scout activities. There are three types of guidelines that relate to money-earning: Internal Revenue Service Compliance, Girl Scouts USA Requirements and Girl Scouts of Western Washington Guidelines. This guide highlights the key considerations and documents the three types of guidelines. For additional questions, please contact your membership or other appropriate department staff person.

Key considerations:

- Activities require written approval by Girl Scouts of Western Washington through submitting a [Money-Earning Activity Application](#) 4 weeks in advance of advertising for the activity
- Girls must have participated in either the Fall Product Program or the Cookie Program within 12 months of the money-earning activity date
- Funds raised must be banded appropriately after deposit into troop account and may not follow a girl dollar-for-dollar or outside of council
- While marketing/advertising a Girl Scout event at a residence - adults of girls participating must understand the additional risks in associating that address as a Girl Scout residence

Funds Banding

Ranges or bands for earned funds should be created to determine equitable disbursement amounts - avoid individual accounting dollar-for-dollar for individual girls. Funds raised through money-earning activities for any reason - including Gold Award - that are deposited into an account associated with Girl Scouts of Western Washington are subject to the banding requirements. Girls should pre-determine banding ranges based on appropriate effort, range of revenue earned or activity-relevant banding ideas. Girl Scouts of Western Washington Cookie Dough rewards cards are earned using a banded range system.

- Ex: a girl who sells 514 packages could NOT receive Cookie Dough based on each package sold, but COULD receive Cookie Dough appropriate to a 500-525 band of packages sold.
- Additional examples for banding include: range of hours = x amount (10-15 hours = \$100 benefit to girl, 15-20 hours = \$200 benefit to girl) or range of revenue = x amount (\$100-\$150 individually earned = \$125 benefit to girl)

Online Marketing

- Girl Scouts may not directly solicit donations of funds, ex: Go Fund Me pages will not be approved
- Money exchanged should be routed directly to the Girl Scout troop bank account connected to *Troop#####@email address*
- Transaction processing fees may not be passed on to customers - troop/group/girl absorbs this cost
- If selling a product online, Girl Scouts may only use websites that offer shipping. Girl Scout Cookies and Fall Product items may not be resold online outside of the M2 and Digital Cookie programs.
- Disclaimer must be present if items are being sold:
 - *Girl Scouts of Western Washington is a charitable, non-profit entity, however; Girl Scout troops are not. A business or individual may not receive a tax deduction for money given to Girl Scout troops or to an individual Girl Scout.*

Internal Revenue Service Compliance (Updated 7/2014)

Girl Scouts of Western Washington has no ability to control, change or influence these restrictions. Non-compliance is a risk management issue that may not only impact the tax exemption of this council, but potentially the tax-exempt status of other Girl Scout councils nationwide.

- Cash-based accounts may not be kept for or distributed to individual girls.
- All benefits provided should relate back to supporting the Girl Scout mission; decisions should be based on our tax-supported philosophy regarding what is mission-related.
 - Ex: camp, travel, events would be mission-related, but college scholarships to an outside organization would not be.
- A business or individual may not receive a tax deduction for money given to troops or to an individual Girl Scout, as they are not considered a charitable non-profit.
 - Girl Scouts of Western Washington's tax ID number may not be used by these businesses or individuals.
- Funds raised cannot follow the girl outside of the council.
- Money Following an Individual Girl: Girls, parents and troop leaders—please understand that the IRS prohibits funds from following an individual girl. We understand that this poses problems particularly when troops split up and for girls who do both troop money earning activities and individual activities. Here are some common scenarios:
 - Entire troop disbands—girls decide to either donate leftover funds to charity or to Girl Scouts of Western Washington Financial Assistance.
 - Some girls leave for other troop(s)—divide funds proportionally since funds can move from troop account to troop account. For example, if there are a total of 10 girls involved, each girl gets 1/10 of the troop funds.
 - Some girls leave to be individual Girl Scouts—divide the troop's funds proportionally and issue Girl Scouts of Western Washington Cookie Dough cards, which are already banded, so if there were 10 girls involved, each girl would get 1/10 of the troop's funds.
 - Girls raising funds for individual projects can also be banded under a Service Unit account so that no one girl receives a dollar-for-dollar benefit, with the girls involved agreeing beforehand to their proportional share (in the example above, 1/10 each) of the account.
 - Gifts or donations, including from family members, are not considered proceeds from a money earning activity, such as when parents make periodic payments toward a planned trip that are not deposited into a troop or group account. Please keep in mind, though, that if a gift or donation is deposited into a bank account associated with Girl Scouts of Western Washington, the funds then become subject to the IRS banding requirements.

Girl Scouts USA Volunteer Essentials (Updated 2016/17)

Girl Scouts of Western Washington has no authority to change and limited ability to influence these restrictions. Non-compliance is a risk management issue that may impact loss of the annual charter renewal for this council.

- Girls' participation in both council-sponsored product programs and money-earning activities is based upon the following:
 - Voluntary participation by the girls
 - Written permission of each girl's parent or guardian
 - An understanding of - and ability to explain clearly to others - why the money is needed
 - An understanding that money-earning should not exceed what the group needs to support its activities
 - Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws
 - Vigilance in protecting the personal safety of each girl
 - Arrangements for safeguarding the money – such as timely bank deposits

- Groups are encouraged to participate in council product programs as their primary money-earning activity; any group money-earning shouldn't compete with the Girl Scout Cookie Program or other council product program.
- Written approval should be obtained from appropriate council staff prior to participating in a money-earning event.
- Girl Scouts discourages the use of games of chance. Any activity which could be considered a game of chance must be approved by the local Girl Scout council and be conducted in compliance with all local and state laws.
 - Games of chance involving cash rewards should be avoided – to include raffles, the direct solicitation of cash by girls and donation jars at a business' cash register.
 - Bingo-type events may be approved if the reward is not monetary. Ex: selling bingo cards where the winner receives a stuffed animal.
- Money-earning activities should be suited to the age and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience (GSLE).
- Money earned is for Girl Scout activities and should not be retained by individual girls or adults. Girls may earn rewards and/or credits based on ranges from Girl Scout product sales and approved money-earning activities.
- Funds acquired through money-earning projects should be reported and accounted for by the group, following the council's financial reporting procedures and best **practices**.
- Avoid reselling of products, though offering services is encouraged. Examples include:
 - Collections/Drives: Collecting used ink cartridges to turn in, Christmas tree recycling
 - Food/Meal Events: Lunch box auction - prepared lunch or meal auctioned off, themed meals - high tea, dinner of the country of destination for a traveling group
 - Service-a-thon: babysitting for holiday or council events, raking leaves, weeding, cutting grass, shoveling snow, walking pets, cooking class or other specialty class
- Avoid fundraising for other organizations: Girl Scouts may not be in uniform - *wearing a sash or vest, official pins, etc* - soliciting money on behalf of another organization. This includes participating in a walkathon or telethon while in uniform.
 - Girl Scouts may support another organization through Take Action projects or by making a donation from the group's bank account.
 - Girl Scouts as individuals are able to participate in fundraising for other organizations, as long as they're not wearing anything that officially identifies them as Girl Scouts.
 - **OK:** Troop decides to walk in Relay for Life. They ask families and friends to support them in a walk to *fight cancer*. Troop decides to give the money earned to Relay for Life as their choice of an organization that fights cancer.
 - **NOT OK:** Girl states 'My Girl Scout troop is raising money to support Relay for Life.'
- Avoid selling or endorsing commercial products: Commercial products are any products sold at retail.
 - Products made by girls or products not labeled with another organization's name may be sold or auctioned. Ex: girls may sell flowers that do not have another company name on the packaging if the product is not sold by the company. Food products made by other companies are fine if the company meets health and safety standards and is not named. The girls also may not hand out coupons or discounts for the company or other material promoting the company.
 - **OK:** Krispy Kreme donuts that aren't in Krispy Kreme boxes.
 - **Note:** If food products are made by girls and their families, food handling permits apply unless the county does not require them. (Generally, this will be for baked goods only.) In that case, a sign must be prominently displayed stating that the county doesn't require a food handler's permit for baked goods and food preparation has not been overseen by a permitted food handler.
- Avoid inviting people to a business to buy the business' products to receive a portion of the sales; however, it's acceptable to set up a booth at a business to sell something different than what that business sells.
 - **OK:** Girls selling flower pots they decorated themselves at a plant nursery.
 - **NOT OK:** Girls advertising that they are selling pots at the nursery AND that people should buy plants from the nursery.

Additional recommendations from GSUSA:

- Steer clear of political fundraisers: When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, groups should refrain from participating – directly or indirectly – in any political campaign or work on behalf of or in opposition to a candidate for public office. Avoid letter-writing campaigns and participating in a political rally, circulating a petition, or carrying a political banner.
- Be respectful when collaborating with religious organizations: Girl Scout groups should respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.

Girl Scouts of Western Washington Guidelines *(Updated 6/2017)*

Girl Scouts of Western Washington may update and modify these guidelines on an annual basis with combined input from diverse parents, volunteers and staff in order to address safety, risk and liability concerns within our 17-county council.

- Girls' participation in money-earning activities is voluntary.
- Girls need to participate in either the Cookie Program or Fall Product Program within 12 months of the money-earning event date.
- Money-earning activities are not permitted at certain locations, including but not limited to: bars, marijuana dispensaries, liquor stores, gun shows and casinos.
- In order to keep camps accessible to all, encamporees may not be run as a money-earning activity for troops or groups.
- If Girl Scouts USA curriculum is being utilized as a Money-Earning additional information may be requested.
- A clear understanding of what amount is needed and what the funds are needed for should be available to parents and girls at all times as part of the goal setting and planning process.
 - As part of determining the goal, the girls themselves—not the adults—need to determine expectations of and consequences for lack of appropriate participation.
- Written approval by membership or other appropriate department staff should be received prior to participation in money-earning activities, including Silver and Gold Award.
- Money-Earning Activity Applications should be submitted at least four (4) weeks before the advertising of the project, in order to ensure that the activity complies with safety and other Girl Scout standards. Groups that advertise events without approval run the risk that the event will not be approved or will require significant changes in order to be approved.
 - If a money-earning activity will include selling something, it cannot be approved without an explanation of the item(s) in order to ensure they meet acceptable standards regarding use of logos, permits, etc.
- Money-earning activities may be scheduled on a date during the Girl Scouts of Western Washington's annual Cookie Program, which usually takes place mid-January to mid-March, with written approval from the Chief Finance & Administrative Officer (CFAO).
 - Money-earning activities at council-organized events during the Cookie Program dates, such as the Annual Meeting, do not require CFAO approval.
 - Money-earning activities scheduled during the Fall Product Program do not require CFAO approval.