



Girl Scouts.  
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## Procedures for Troop Fundraising Programs

### Program Description

Cadette, Senior, and Ambassador Girl Scouts are invited to create and run Council programs. In exchange for your planning, preparation, facilitation and leadership, you will make a troop profit from the program.

### Program Eligibility

- ◆ This opportunity is open to Cadette, Senior, and Ambassador Girl Scout Troops/Groups only.
- ◆ Troops must comply with all GSHNJ policies & procedures and *Safety-Wise* standards.
- ◆ The troop must be registered Girl Scout members and must have participated in the most recent cookie sale and nut/candy/magazine sale (prior to your proposal submission) in order to participate in this Troop Fundraising Program opportunity.

### Program Requirements

- ◆ Troop Fundraising Programs are to be created and implemented by girls, with the troop leader lending support.
- ◆ Interested Troops/Groups must complete the Troop Fundraising Program Proposal and budget by **5/14/10** in order to be considered for inclusion in the Council Program Guide. (The proposal & budget form can be found on our website: [www.gshnj.org](http://www.gshnj.org))
- ◆ The troop is responsible for all preparations: securing a location, budgeting, and supplies needed to run the program. (*Note: If your troop chooses to use a Council Service Center for your program location, there will be a \$40 charge for use of the facility. It is recommended that you find an outside site for your program because of the volume of requests and the limited space available.*)
- ◆ Troops must have a First Aider in attendance throughout the duration of the program.
- ◆ Troops must have program participants complete Council program evaluation forms.

### Program Selection

- ◆ It is recommended that Troop Fundraising Programs are based on Daisy Girl Scout Petals, Brownie Girl Scout Try-Its, Junior Girl Scout Badges, Interest Project Patches or Journey Activities.
- ◆ The Program Team will review and select proposed programs to be included in the 2010/2011 Program Guide.
- ◆ Once a proposed program is approved, your troop will receive a confirmation packet with further instructions.
- ◆ Approximately two weeks prior to the program, a packet will be assembled for the troop which will include a roster of the participants and blank program evaluation forms.

### Profits to Troops

- ◆ Troops create a program fee by using the budget worksheet. An automatic processing fee of \$5.00 per registered participant will be added to your program fee to cover the cost to Council. The rest of the collected program fee monies go to the troop.
- ◆ Troops will not receive money raised until all participant evaluations have been returned to the Council.
- ◆ A check to the troop will be sent approximately 4-6 weeks after the program has taken place.

Note: Cookie credits will not be accepted when registering for a Troop Fundraising Program.



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### Troop Fundraising Program Proposal Form

Interested Cadette, Senior, and Ambassador Girl Scout Troops/Groups must submit this completed form by 5/14/10 for your program to be considered for inclusion in the 2010/2011 Council Program Guide. Please submit this form and Budget Worksheet to: GSHNJ, Montclair Service Center, 120 Valley Rd, Montclair, NJ 07042.

Troop Leader Name: _____	
TL address: _____	
City	Zip
TL Phone: _____	TL Email: _____
Troop #: _____ Troop Level: _____ Service Unit #: _____	
Current Troop Membership Forms Have Been Submitted to the Council: <input type="checkbox"/> Yes <input type="checkbox"/> No	
This Troop/Group has participated in both of the most recent Council programs prior to the date of this proposal submission:	
Cookie Sale: _____ Date of most recent participation	Nut/Candy/Magazine Sale: _____ Date of most recent participation

Proposed Program Name: \_\_\_\_\_

Age Level Served by Program:  Daisy  Brownie  Junior  Cadette  Senior  Ambassador

Proposed Activities (please attach additional sheet if needed):

Program Description (Be creative! This will be used in the Program Guide. Attach additional sheet if needed):

Proposed Location: \_\_\_\_\_  
Location Name Address, City, State

Proposed Date(s): \_\_\_\_\_ Proposed Time: \_\_\_\_\_

Proposed Capacity (specify girls, adults, or both): Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

Proposed Cost (specify per girl, adult or both): \_\_\_\_\_

#### Troop Fundraising Program Agreement Statement:

*Girl Led: I understand that girl led planning is essential to the success of the Troop Fundraising Program. The girls in my troop will be leading and involved in the planning process from start to finish.*

*I certify that I have read and will adhere to guidelines on Group Planning and Budgeting and Standards 28-33 in Safety-Wise and will also adhere to Council Policy.*

*Cancellation Policy: I understand if my troop's program is chosen for the Council Program Guide we will **not** be able to cancel the program. Exceptions will be made only for severe weather and/or low registration. It will be my responsibility to contact the Program Team if extenuating circumstances arise.*

\_\_\_\_\_  
Troop Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Girl Project Manager(s) Signature(s)

\_\_\_\_\_  
Date



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### Troop Fundraising Program Budget Worksheet

**Directions:** Determine the anticipated number of participants and complete the BUDGET section. Then determine the program fee.

**Anticipated # of Participants** \_\_\_\_\_

**BUDGET:**

Items	Explanation	Total Amount
<b>Food and Beverage</b>		
<b>Program Supplies (paper, pencils, crayons, etc.)</b>		
<b>Housekeeping, Office and First Aid Supplies:</b>		
<b>Postage:</b>		
<b>Site Costs:</b> <i>(site rental, janitor, security)</i>		
<b>Printing:</b> <i>(worksheets, duplication of program materials)</i>		
<b>Transportation Expense:</b> <i>(mileage reimbursement)</i>		
<b>Insurance:</b> <i>(for non-Girl Scouts and high risk activities)</i>		
<b>Patches:</b> <i>(if offering as part of the program)</i>		
<b>Other:</b>		
<b>Other:</b>		
<b>Other:</b>		
<b>Council Fee:</b>	_____ X \$5.00 # Participants	
<b>Troop Profit</b> <i>(how much the troop wants to fundraise through the program)</i>	\$ _____ Troop Profit Amount	
<b>Total:</b>		

**PROGRAM FEE:**

_____ divided by _____ Total Expenses # Participants <i>Most successful programs are priced between \$10 and \$15          Keep in mind your minimum participant level to run the program.</i>	= \$ _____ Program Fee
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Office Use Only:	
Approval Granted by: _____	Reason(s) for Denial: _____
Approval Denied by: _____	_____