

# Fundraising Programs

Cadette, Senior, and Ambassador Girl Scouts are invited to create and run programs as fundraisers to support your Girl Scout activities. In exchange for your planning, preparation, facilitation, and leadership, council will help you deliver a profitable program by including it in advertising for other council-sponsored programs and administering the registration process.

## Eligibility

- This opportunity is open to Girl Scout Cadettes, Seniors, and Ambassadors only.
- All programs must comply with GSHNJ [program policies](#) and safety standards.
- All members of your group/troop must be registered Girl Scouts and must have participated in the most recent Fall Product and Girl Scout Cookies sales.

## Program Requirements

- Fundraising programs are to be created and implemented by girls, with your leader lending advisory support as necessary.
- You are responsible for all preparations: securing a location, budgeting, supplies, and facilitation of the program. Note: you are welcome to use a council property as a program location; contact the Program Department for site availability.
- To initiate council's involvement, complete the Fundraising Program Proposal and Budget Worksheet attached here. Once the forms have been submitted, a member of the Program Department will schedule an in-person meeting to discuss your plans.
- You must ensure that the program activities incorporate GSUSA's [Three Processes](#) of the Girl Scout Leadership Experience (girl led, cooperative learning, and learning by doing).
- You must have a First Aider in attendance throughout the duration of your program.

## Council's Involvement

- A member of the Program Department will meet with you to discuss your proposal and ensure you're poised for a successful program.
- GSHNJ issues Program Guides that list all upcoming programs for Fall/Winter and Spring/Summer. We will provide you submission deadlines to ensure inclusion of your program in the Guide alongside council-sponsored opportunities. These deadlines change from year to year, but in general, Fall/Winter program submissions are due by mid-March and Spring/Summer submissions are due by mid-September.
- Your program will also be advertised in any other fashion that council-sponsored programs are advertised (online calendar, email blasts, printed posters, etc.)
- GSHNJ will administer the registration process for your program and keep you updated with registration numbers. Once registration has closed for your program, we will provide you a roster of all expected attendees.
- GSHNJ will collect \$2/registered girl attendee to cover administrative costs. All other fees collected during registration will be mailed to you within four weeks after the program takes place.



# Fundraising Programs

## Fundraising Program Proposal

Submit this form along with the Budget Worksheet to council by emailing it to [programs@gshnj.org](mailto:programs@gshnj.org) or mailing it to Program Department, 120 Valley Rd, Montclair, NJ 07042.

Leader Name: \_\_\_\_\_

Leader Address: \_\_\_\_\_

Leader Phone: \_\_\_\_\_ Leader Email: \_\_\_\_\_

Troop #: \_\_\_\_\_ Service Unit #: \_\_\_\_\_ Age Level:  Cadette  Senior  Ambassador

All members of this group are currently registered with GSHNJ:  Yes  No

Date of most recent participation in GSHNJ Fall Product Sale \_\_\_\_\_ Girl Scout Cookies Sale \_\_\_\_\_

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

Age level(s) served by program:  Daisy  Brownie  Junior  Cadette

Program Activities:

**Program Description:** (This will be used in the Program Guide and for advertising purposes. Subject to GSHNJ edits.)

Program Location: \_\_\_\_\_ Address: \_\_\_\_\_

Program Date: \_\_\_\_\_ Program Start Time: \_\_\_\_\_ Program End Time: \_\_\_\_\_

Maximum # Girls: \_\_\_\_\_ Girl Fee: \_\_\_\_\_ Maximum # Adults: \_\_\_\_\_ Adult Fee: \_\_\_\_\_

I understand that girl-led planning is essential to the success of the Fundraising Program. The girls in this group will be leading and involved in the planning and implementation processes of this program from start to finish.

I certify that I have read and will adhere to GSHNJ program policies and safety guidelines as set out in Volunteer Essentials.

I agree that once this program is included in the Program Guide we will not cancel the program except in instances of severe weather or low registration, and will do so only in conjunction with council.

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

\_\_\_\_\_  
Date

# Fundraising Programs

## Budget Worksheet

Anticipated # of girl participants \_\_\_\_\_ Anticipated # of adults participants \_\_\_\_\_

Most successful programs are priced between \$5 and \$20 per person. Keep in mind your *minimum* participant level to cover all of your costs and still turn a profit.

Only factor in a program fee for adults if there are expenses associated with adults attending the program. If they are just there as chaperones and will not be actively participating in the program, there is generally no fee for adults.

Detailed List		Cost
Activity supplies (crayons, glue, snacks, etc.)		\$
Venue (rental fee, janitor, security)		\$
Printing (worksheets, handouts)		\$
Patches/badges (if included in program)		\$
Extra insurance (11¢ per non-Girl Scout)		\$
Transportation		\$
Postage		\$
First Aid and other housekeeping supplies		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Other:		\$
Council fee	# girl participants x \$2	\$
Expected profit	how much you want to fundraise through this program	\$
		\$ 0.00

Total expenses	÷	Minimum # participants	=	Program fee
\$ 0.00				\$ 0.00