

Troop Money-Earning Activity (MEA) Application Guidelines

A MEA is an optional money-earning activity. MEAs should be chosen that have program value for girls and that are consistent with the Program Standards and Council policies on money-earning.

All Safety Activity Checkpoints and Council policies and guidelines must be followed.

QUICK SUMMARY

- **Service Unit Manager and Council approval is required before you begin planning or advertising an event.**
- **Girl Scout Daisies are not permitted to do Money Earning Activities.**
- Applications must be submitted to your Service Unit Manager (SUM) **no less than six weeks** before the event.
- The SUM will approve or deny the request and immediately forward it to the Troop and Membership Support Manager at Council.
- Troops must be in good financial standing with the Council to be eligible to do a money earning activity.
- Girl Scout insurance only covers approved events / activities. Additional insurance may be required for certain events. Please contact the GSHH Property & Risk Management Department as needed.
- All Troop members must be registered GSUSA members and have the signed Consent Form by a parent/guardian.
- All questions must be answered thoroughly. Incomplete applications will be returned without approval.

Criteria - A money-earning activity must meet the following criteria:

1. Be a valuable program activity for girls that will generate additional funds for a planned activity or event;
2. Be suited to ages/abilities of the girls and consistent with goals/principles of the Girl Scout Program;
3. Be a girl activity – planned, generated, produced, and performed by girls – with supervision from leaders.

Eligibility

1. Girl Scout Daisies cannot participate in MEAs.
2. Brownies, Juniors, Cadettes, Seniors, Ambassadors, Juliettes (Independently Registered Girls), and/or Gold/Silver Award applicants may hold MEAs. (Gold Award MEA applications must be approved by the Gold Award Mentor and the Program Department).
3. All troop/group members must be registered GSUSA members.
4. All troop/group members must have a permission form signed by a parent/guardian to participate.
5. Every troop must follow “program progression” for trips and must have a Troop/Group Trip/Event Application Form on file for extended trips, if applicable.
6. The troop/group must have prior year’s Year-End Financial Report on file with Council – as applicable.
7. Troops must actively participate in product sales (cookies, fall product sales; magazines, nuts and candy) and leaders are asked to actively encourage parent’s participation in the Family Giving campaign in order to get permission for money-earning activities. “Active participation” means that at least 50% of the girls in a troop participate in product sales and that troop leaders speak directly to parents about the importance of the Family Giving campaign.
8. Troops must have a purpose and financial need for the MEA. The income from the MEA never becomes the property of individual girls, but is part of the troop or Service Unit treasury.

Restrictions

1. Troops can run up to four (4) MEAs plus the council's product sales (cookies, fall product, magazines, nuts and candy) for a total of six (6) Money Earning opportunities per Girl Scout Year (October 1st through September 30th), plus any amount of cookie booths allowed by the Product Department. Please also refer to *Volunteer Essentials (Leader Answer Book)* online <http://www.girlscoutshh.org/documents/> for additional information.
2. Service Unit Manager and Council approval is required before you begin planning or advertising an event.
3. The Council is not responsible for any loss incurred from a MEA.
4. Blackout Periods. *MEAs are not allowed during the initial FSP or Cookie order-taking times.* During the balance of the FSP or Cookie times, there will be some limitations on MEAs.
5. Activities must comply with local ordinances (including, but not limited to, local health department rules), must be free from any association with gambling (no bingo or raffles), and must protect the name and goodwill of Girl Scouts of the USA and Girl Scouts Heart of the Hudson, Inc. (GSHH).
6. Only the GSHH CEO (or her designee) can enter into contracts. Forward all contracts to the Philanthropy Department – 30 Scott's Corners Drive, Montgomery, NY 12549.
7. MEAs cannot solicit money for any other organization or solicit over the Internet.
8. If the MEA is outside your Service Unit area, ask the Service Unit Manager to place a courtesy call to the out-of-area Service Unit Manager.
9. All MEAs must take place within the Council's jurisdiction.
10. Girls and adults should be dressed appropriately and should wear the Girl Scout pin, sash/vest, or uniform (if the activity permits) during the MEA.

Application Requirements and Process

1. MEAs are approved by the Service Unit Manager, Troop and Community Engagement Specialist (up to \$499), and the Philanthropy Department (\$500 and above).
2. Girl Scouts Heart of the Hudson, Inc. reserves the right to deny MEA if it is deemed not in compliance with *Safety Activity Checkpoints* and Council policies and guidelines.
3. After approvals are obtained, if a flier is created to promote the MEA, please forward it to the Service Unit Manager, Troop and Community Engagement Specialist and Philanthropy Department where it will be attached to your initial application.
4. A completed MEA application must reach the Service Unit Manager at least **six (6) weeks** prior to the activity.
5. The Final Report Evaluation report must be filed with the Philanthropy Department and Service Unit Manager within two (2) weeks of the MEA. If the report is not received by the Council within the two (2) weeks, future MEA applications may be denied.

Your Service Unit Manager and/or Troop and Membership Support Manager can answer questions regarding Money-Earning Activities.