



Girl Scouts Heart of the Hudson, Inc.

Business Connection

Community Chair

Instructions

Attend Training

Create a Plan of Action

Who Do I Ask? Local Businesses

Be Organized. Use the Community Bookkeeping Form

Things to do BEFORE "heading out":

Write in your Community Code on each donor form.

Gather together all necessary materials...be prepared:

- ✓ Signed Company Connection Annual Giving letters and return envelopes
- ✓ Photocopies of the "Proud Supporter" decals
- ✓ Pens and paper clips (to clip donations to donor forms)

Know what you are going to say. Review the FAQ Sheet

Taking Care of Business:

- **Fill out donor form**
- **Check that all information is complete**
- **Collect the donations** and clip them to the donor form. Leave the business owner with the letter and let them know that their "Proud Supporter" decal will be sent along with their official receipt. Encourage the owner to display it ***because our Girl Scout families will be looking for those decals.***

Thank the Business Owner for Investing in Girl Scouts

- **Make a Separate Deposit for Business Connection Money: *MAKE FREQUENT DEPOSITS!***
 - Write “**AG/CC**” on the deposit ticket that has your Community Name on it.
 - Make Deposits to TD Bank Endorse checks “FOR DEPOSIT ONLY - Annual Giving”.
(Group and record like denominations of checks or cash on the deposit ticket, i.e.,
“10 @ \$25 = \$250.)
 - When you make the deposit, keep two copies of the deposit ticket.
 - Immediately send or bring to Council...***one copy of all deposit tickets and All Donor Forms.***
- **For Letters**, Personalize and follow up with a call.
- **Gift Certificates / Gifts in Kind:** Accept the donation, Use it in a Silent Auction at one of your Event, perhaps the Community Annual Giving Special Event and the proceeds from the auction you apply towards Business Connection.

When your Company Connection Campaign has concluded, send in your copies of all deposit tickets and all other Materials to the Fund Development Department.

**Thank you for investing your time
to make a difference on behalf of Girl Scouts**

Should you have any questions, please contact:

Girl Scouts Heart of the Hudson, Inc.
Fund Development 914-747-3080 ext 239