

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 Fund Development Department – 2 Great Oak Lane, Pleasantville, NY 10570.
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 Membership Support Manager (up to \$499), and the Fund Development 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 Membership Support Manager and Fund Development 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 Fund Development 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.



Troop Money Earning Application (MEA)

CHECK TYPE OF APPLICATION: Troop Service Unit Group _____

ALL PROCEEDS FROM THIS MEA WILL FINANCIALLY BENEFIT MY :

Troop Service Unit Group _____

Troop / Group Number: _____ Service Unit Name: _____

Troop Leader's Name: _____ E-Mail: _____

Leader's Address: _____ City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Number of Enrolled Girls in Troop?

Did the girls plan this event? Yes No If no, please explain why not: _____

Will Troop Leader serve as the adult advisor for this activity? Yes No Is a girl in charge of the event? Yes No

If NOT, please provide: _____

Name of Advising Adult _____ Email: _____ Phone: _____

Relationship to Troop: _____ Complete Address: _____

DATE OF MEA - Month, Date, and Year: _____

Troop Level of Girls as of October 1st of this Program Year

Daisy Brownie Junior Cadette Senior Ambassador

REASON THIS MONEY EARNING ACTIVITY (MEA) IS NEEDED

Explain in detail why this MEA is needed. If for travel, please indicate date of trip.

Projected Income from this MEA? \$ _____

Total period of time planned to raise ALL the required funds for the primary reason of the request / trip:
From (month/year) __/20__ through __/20__

1. Total Amount \$\$ needed by Troop: \$ _____
2. Total Funds currently available: \$ _____
3. Total Amount of deficit? \$ _____
(Line #1 minus Line #2)

Besides Money Earning Activities, please explain other avenues you have/will use to secure needed funds.

1. _____
2. _____
3. _____

What percentage of funds will parents contribute: _____%

ABOUT THE MEA THIS APPLICATION WILL COVER

Name/Type of Event and LOCATION: (i.e. Car Wash, Bake Sale – Mahopac Shoprite Parking Lot – 1701 Deer Drive, Mahopac): _____

Number of girls participating: () Daisy () Brownie () Junior () Cadette () Senior () Ambassador

Describe the activity / event in detail. Also explain the exact duties the girls will perform:

EVENT SUPERVISOR'S SIGNATURE(S) – If someone other than Troop Leader

I am aware that Girl Scouts must be supervised by a registered adult at all times during the event.

Signature of Adult / Mentor in charge of event/activity

Date

TROOP LEADER SIGNATURE

Our troop/group (please circle) has/will participate in a product program this Girl Scout membership year. Yes No
If not, please explain:

By submitting this form, I agree that the above and below statements are true, that I have read and agree to adhere to the GSUSA and GSHH policies regarding troop money earning activities and safety as stated in *Volunteer Essentials* and *GSUSA Safety Activity Checkpoints*, and this application. I have reviewed the Policies concerning troop money earning and agree to adhere to them. I have reviewed this form and understand my (our) responsibilities. I am aware that Girl Scouts must be supervised by a registered adult at all times.

Signature of Leader:

Date:

SERVICE UNIT MANAGER APPROVALS

THIS MONEY EARNING APPLICATION MUST BE SIGNED BY THE SERVICE UNIT MANAGER

As the Service Unit Manager, GSHH is asking you to verify that the Troop requesting your approval for this Money Earning Application actively participated in the following campaigns and requirements. Active participation means that at least 50% of the girls in a troop participated in product sales and cookies sales. And, that troop leaders speak directly to parents about the importance of the Family Giving campaign. Check with your Service Unit Chairs or Treasurer, as needed, to verify this information.

Did the troop actively participate in the last FALL Product sales program. Yes No

Did the troop actively participate in the last COOKIE Sale program. Yes No

Did the troop actively participate in the previous Annual Giving campaign - previous school year. Yes No

Did the troop submit to you the last due Troop Finance Report. Yes No

Signature of Service Unit Manager (or designee)

Date

GSHH – COUNCIL APPROVALS

If projected income is \$500 or greater, Council Fund Development Manager approval is required.

Council Staff / Troop & Membership Support Manager _____ Date _____

Signature of Fund Development Manager _____ Date _____

This application is: () APPROVED () DECLINED

CONDITIONS OF APPROVAL or REASON DECLINED (circle one):

- 1.
- 2.
- 3.
- 4: