



Money-Earning and Fundraising Activity Group Agreement

Usually, troop money belongs equally to girls in the troop; the purpose of this agreement is to provide best practices for troops when funds *are not* divided equally. Participation in special activities (such as trips or conferences) may require more funds than the Treats and Reads and Girl Scout Cookie Programs generate. Additional funds can be raised through **money-earning** activities and **fundraising** by troop leaders and registered volunteers. These extra efforts may take place over months or years so it can be expected that girls will not participate in every activity. It is, therefore, important to plan for the impartial distribution of funds, using **fund banding**.

Any funds deposited into a Girl Scout account are subject to the banding requirements of the Internal Review Service. (*See Internal Revenue Service Compliance and Troop Accounts* document for more information.) With the guidance of troop leaders and registered volunteers, girls should determine banding ranges prior to the start of any money-earning or fundraising activities. Fund bands are not calculated dollar for dollar, hour for hour, or dollar for hour, but, instead, should use effort, amount of revenue earned, or activity-related parameters.

Examples:

- Range of hours of participation:
 - 5-10 hours = \$X
 - 11-15 hours = \$Y
 - 16-20 hours = \$Z
- Range of earned revenue:
 - \$0-\$50 earned = \$X
 - \$51-100 earned = \$Y
 - \$101-150 earned = \$Z
- Range of activities participated in:
 - 1-5 activities = \$X
 - 6-10 activities = \$Y
 - 11-15 activities = \$Z

Terms to Know:

Money-earning: refers to activities that are organized and carried out by girls with guidance from supporting troop leaders and registered volunteers to earn money for participation in Girl Scout activities.

Fundraising: refers to activities that are organized and carried out by troop leaders and GSMISTS registered volunteers to earn money for participation in Girl Scout activities.

Fund Banding: refers to ranges (or bands) that determine equitable disbursement of funds earned during money earning and fund-raising activities.

Money-Earning and Fundraising Activity: Group Agreement

The Money-Earning and Fundraising Activity Group Agreement ensures all girls, troop leaders, GSMISTS registered volunteers, and parents/guardians have a clear understanding of expectations related to participation in money-earning and fundraising activities, including the distribution of monies earned.

With guidance from troop leaders and registered volunteers, girls should consider the following questions and mutually determine appropriate goals and outcomes for the money being earned. All girls, parents/guardians, troop leaders, and registered volunteers must sign this agreement prior to the start of any money-earning or fundraising activities, and a copy should be shared with all signees.

This agreement does not need to be approved by GSMISTS staff.

- 1. PLANNING:** What activity (e.g., trip, special event, community service) is money being earned for through money-earning and fundraising activities? Provide activity details such as dates, length time, transportation, accommodations, meals, etc.

- 2. SET A GOAL:** How much money does the troop/group need to earn for the activity?

- 3. FUND BANDING:** How will money be tracked and banded for disbursement to participants (e.g., range of hours, range of revenue)?

- 4. TIMELINE:** How long does the troop/group have to plan, coordinate, and execute the money-earning and fundraising activities?

- 5.** What happens if a girl or troop leaders/registered volunteer leaves the troop/group prior to the activity for which the money is being earned?

- 6.** What happens if a girl joins the troop/group after planning and coordination of the activity has started?

- 7.** What happens if a girl cannot attend the Girl Scout activity after helping plan, coordinate, and participate in the money earning activities? (In this case, the girl has participated in the planning, coordination, and has participated in money-earning activities and then finds out she cannot attend the activity.)

8. What happens if a girl cannot attend the activity for which money is being earned? (In this case, the girl knows she cannot attend prior to the start of any money-earning activities.)

9. What happens if a girl cannot attend the troop/group money-earning activities and raises funds on her own?

10. What happens if the troop/group does not raise enough funds for the planned activity?

11. What troop leaders and registered volunteers will go on the trip to ensure ratio and safety standards are met? Who decides this? Do the troop leaders and registered volunteers have to pay their own way?

12. What happens if a parent/guardian wants to participate in the Girl Scout activity? Is this permitted? Do they pay their own way?

13. What happens if a girl is disruptive during the activity? What are the consequences?

14. If traveling and someone must be sent home, who pays for the transportation? What if someone needs to return home due to an emergency?

Date:

Girl Signatures:

Adult Signatures: