

Girl Scouts Heart of New Jersey Procedures for Troop Fundraising Programs

Program Description

- ◆ Cadette, Senior, and Ambassador Girl Scouts are invited to create and run Council programs. In exchange for your planning, preparation, facilitation and leadership, you will make a troop profit from the program.

Program Eligibility

- ◆ This opportunity is open to Cadette, Senior, and Ambassador Girl Scout Troops/Groups only.
- ◆ Troops must comply with all GSHNJ policies & procedures and *Safety-Wise* standards.
- ◆ The troop must be registered Girl Scout members and must have participated in the most recent cookie sale and nut/candy/magazine sale (prior to your proposal submission) in order to participate in this Troop Fundraising Program opportunity.

Program Requirements

- ◆ Troop Fundraising Programs are to be created and implemented by girls, with the troop leader lending support.
- ◆ Interested Troops/Groups must complete the Troop Fundraising Program Proposal and budget by **7/13/09** in order to be considered for inclusion in the Council Program Guide. (The proposal & budget form can be found on our website: www.gshnj.org)
- ◆ The troop is responsible for all preparations: securing a location, budgeting, and supplies needed to run the program. (*Note: If your troop chooses to use a Council Service Center for your program location, there will be a \$40 charge for use of the facility. It is recommended that you find an outside site for your program because of the volume of requests and the limited space available.*)
- ◆ Troops must have a First Aider in attendance throughout the duration of the program.
- ◆ Troops must have program participants complete Council program evaluation forms.

Program Selection

- ◆ It is recommended that Troop Fundraising Programs are based on Daisy Girl Scout Petals, Brownie Girl Scout Try-Its, Junior Girl Scout Badges, Interest Project Patches or Journey Activities.
- ◆ The Program Team will review and select proposed programs to be included in the 2009/2010 Program Guide.
- ◆ Once a proposed program is approved, your troop will receive a confirmation packet with further instructions.
- ◆ Approximately two weeks prior to the program, a packet will be assembled for the troop which will include a roster of the participants and blank program evaluation forms.

Profits to Troops

- ◆ Troops create a program fee by using the budget worksheet. An automatic processing fee of \$5.00 per registered participant will be added to your program fee to cover the cost to Council. The rest of the collected program fee monies go to the troop.
- ◆ Troops will not receive money raised until all participant evaluations have been returned to the Council.
- ◆ A check to the troop will be sent approximately 4-6 weeks after the program has taken place.

Note: Cookie credits will not be accepted when registering for a Troop Fundraising Program.

**Girl Scouts Heart of New Jersey
Troop Fundraising Program Budget Worksheet**

Directions: Determine the anticipated number of participants and complete the BUDGET section. Then determine the program fee.

Anticipated # of Participants _____

BUDGET:

| Items | Explanation | Total Amount |
|---|----------------------------------|--------------|
| Food and Beverage | | |
| Program Supplies <i>(paper, pencils, crayons, etc.)</i> | | |
| Housekeeping, Office and First Aid Supplies: | | |
| Postage: | | |
| Site Costs: <i>(site rental, janitor, security)</i> | | |
| Printing: <i>(worksheets, duplication of program materials)</i> | | |
| Transportation Expense: <i>(mileage reimbursement)</i> | | |
| Insurance: <i>(for non-Girl Scouts and high risk activities)</i> | | |
| Patches: <i>(if offering as part of the program)</i> | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Council Fee: | _____ X \$5.00 # Participants | |
| Troop Profit <i>(how much the troop wants to fundraise through the program)</i> | \$ _____ Troop Profit Amount | |

Total:

PROGRAM FEE:

_____ divided by _____
Total Expenses # Participants = \$ _____
Program Fee

*Most successful programs are priced between \$10 and \$15
Keep in mind your minimum participant level to run the program.*

Office Use Only:

Approval Granted by: _____ Reason(s) for Denial: _____
Approval Denied by: _____