



Girl Scouts of Southeastern Michigan

Money-Earning Requirement Packet: Events, Activities, and Donations

GIRL ACTIVITIES AND EVENTS

Girl events and activities are stand-alone offerings aimed at specific or all Girl Scout levels, special interest topics or skill builders, Juliette Girl Scouts, or bring-a-friend events or activities.

Requirements for All Activities and Events

- The type of event may never be used to discriminate or exclude girls or certain troops. All girls within the stated targeted audience of the event must be served, up to event capacity.
- Other attendees, bring-a-friends, or tagalong siblings may or may not be served due to capacity.
- The smallest type of activity is a troop activity, with fewer girls served, so there are fewer requirements.
- As the geographic area increases, so do the requirements.

Troop Activities*

- Are organized by one or more troops.
- Must serve ALL girl troop members for up to one school.
- Are organized by volunteers without staff support.
- Funds flow through individual troop bank account(s).
- Registration is handled by troop leader(s).
- Do not require the [Intent to Event Form](#)—although it's strongly recommended for event planning.
- Are not listed on the [Event List](#).
- Are publicized to troop members.

** Requirements include regular troop activities and joint troop activities.*

Service Unit Events

- Are organized by one or more troops or registered adult for every girl or adult member in the service unit—including Juliette members—within the stated target audience of the event. Then, cross-service unit girls may attend, up to event capacity.
- Are organized by volunteers without GSSEM staff support.
- Funds flow through troop bank account(s) or through an alumnae group bank account.
- Registration is handled by troop leader(s).
- Do not require the [Intent to Event Form](#)—although it's strongly recommended for event planning.
- Are publicized to troop members and at service unit meetings.
- Are listed on the [Event List](#) after submitting the mandatory Event Submission Form at www.gssem.org/addevent.

Community Events

- Are organized by event organizers-or one or more troops-for every girl or adult member in the community including Juliette members within the stated target audience of the event. Then, cross-community girls may attend, up to event capacity.
- Are organized by volunteers with staff support.
- Funds flow through community bank account.
- Registration is handled by the applicable event organizer.
- Are publicized to troop members, at service unit meetings, and in Juliette outreach efforts
- Require submitting the Intent to Event Form to local volunteer Community Events Coordinator (CEC)—or applicable staff—for approval and for adding the event to the [Event List](#). The [Intent to Event Form](#) can be found at www.gssem.org/intent.

Council Events

- Are open to every girl member in GSSEM’s jurisdiction within the stated target audience of the event, up to event capacity. Then, cross-council girls may attend, up to event capacity.
- Are organized by GSSEM staff-and/or program partners-with volunteer support.
- Are added to the [Event List](#), which can be found at www.gssem.org/events.
- Funds flow through GSSEM’s Finance Department.
- Registration is processed via [gsEvents](#).
- Are publicized through various means: GSSEM’s website, newsletters, household mailings, etc.

REQUIREMENTS FOR ALL MONEY EARNING BY TROOPS OR SERVICE UNITS

- No funds may be earned or raised for any other organization besides Girl Scouts.
- Girl Scouts forbids the use of games of chance, the direct solicitation of cash, product-demonstration projects, and reselling of products, although collections/drives are permitted.
- All money raised must benefit every girl in the troop/group.
- Like all other money earned in Girl Scouts-including the Fall Product or Cookie Programs—no money earning to benefit an individual is allowed, including no allocation of money per girl, no individual girl accounts within the troop records, and no individual girl bank accounts. NOTE: Individual dollar allocations or bank accounts can cause the money earned to be taxable, the girls and/or their parents could owe taxes, and GSSEM will be required to issue tax forms such as IRS Form 1099.
- Money raised by an individual girl as part of her Gold Award project is the only possible exception, requiring special handling. See Gold Award project requirements for details.
- Completion of the Intent to Event Form is strongly recommended for planning purposes to help girls and volunteers create a complete budget and program plan.
- Troops are required to participate in the annual Cookie Program before engaging in any money earning that involves non-Girl Scouts individuals or organizations and activities are not allowed during the Cookie Program.
- Troop activities are not publicized on the Event List, whether or not they are money-earning activities.
- Service unit, community, and Council events are required to be on the Event List, whether or not they are money-earning activities.

WHEN MONEY-EARNING ACTIVITIES OR EVENTS REQUIRE PRIOR PERMISSION

- Many Girl Scout money-earning activities generate a “surplus” so that there are funds for future opportunities for girl members, but this does not mean these activities need prior approval.
- Examples of troop or service unit money-earning activities that do not require prior approval include badge workshops, skating parties, or hayrides that are only offered to girl members.
- GSSEM pre-approves events designed to earn money from non-Girl Scouts to ensure applicable non-profit laws or State requirements are met. The completed [Money-Earning Project Request Form](#) is required and must be submitted to GSSEM no later than 10 days in advance of the event or activity to ensure proper review and approval. The form can be found at www.gssem.org/moneyearning.

DONATIONS OF GOODS OR SERVICES TO GIRL SCOUT TROOPS

- Girl Scouts may ask for support for Girl Scout activities but cannot directly solicit cash.
- Donations must benefit every girl in the troop, service unit, or community. That is, donations on behalf of specific girls are not allowed, and Juliettes may not solicit or accept donations.
- Only donations of \$250 or more per donor require prior approval from the Fund Development Department and the check has to be written to GSSEM. The funds “pass through” back to the troop via check or bank transfer.

- Only donors who give a single donation of \$250 or more per donor are issued a tax donation letter. Only the GSSEM Fund Development Department or designee may issue such a tax letter.
- The [Solicitation Approval Form](#) has multiple functions: It is used to obtain Fund Development approval for donations; it may be acceptable as proof of Girl Scout membership if such is required by the donor; and it can trigger issuance of the Tax Donation Letter for the donor. The form can be found at www.gssem.org/solicit.
- Donations of goods or services are allowed year round to support girl activities.

DONATIONS OF GOODS OR SERVICES TO OTHER ORGANIZATIONS

While Girl Scouts may not fundraise for another organization, troop funds may be used to donate to another organization, as long as the organization is a non-profit and its purpose is consistent with the values of Girl Scouting. Troops are encouraged to donate to a GSSEM Financial Aid Fund to help low income girls participate in Girl Scouting.

Insurance

Volunteers are urged to become very familiar with Volunteer Essentials Part III: Safety.

Basic Insurance

Plan 1 basic accident insurance provided by Mutual of Omaha covers all members and nonmember participants of Girl Scout sponsored/supervised events. The cost is paid by Girl Scouts of the USA. This plan is secondary insurance coverage, covering out-of-pocket medical expenses of accidents not already covered by primary health insurance.

If you would like to add sickness coverage for your event, which GSSEM recommends for any events in which members will be travelling, event organizers are encouraged to purchase Plan 3P insurance. For international travel events, event organizers are **required** to purchase Plan 3PI insurance.

For additional guidance on purchasing insurance, please refer to the Insurance Overview in Volunteer Essentials at gssem.org/vegguide.

Auto Insurance

Michigan is a no-fault insurance state; therefore, the car's owner must carry insurance. GSUSA or GSSEM do not/cannot provide automobile insurance. Anyone who transports girl members must comply with all GSSEM policies, including maintaining proper auto insurance.

Liability Insurance

GSSEM carries excellent liability insurance that covers members, staff, parents, and guests who participate in official Girl Scout activities, events, series, or programs provided applicable State, Federal and local laws and volunteer policies are obeyed. This is provided by GSSEM (not GSUSA) and is separate and in addition to any Mutual of Omaha Basic Accident Insurance.

Some event locations may require proof of GSSEM liability insurance; these are available for troop, service unit, or community events directly from GSSEM's Finance Department, upon request and as applicable.

REQUIREMENT SUMMARY CHART

For activities, events, money earning, donations, and insurance.

Every requirement must be met for each type of activity or event. Read down each column to see the requirements for each type.

Descriptors	Troop Activity	Service Unit Event	Community Event	Council Event
Who	Volunteer-led only		Volunteer-led with staff support	Staff-led with volunteer support
Intent to Event Form	The Intent to Event Form is strongly recommended for planning but is not required. www.gssem.org/intent		Requires completed Intent to Event Form sent to Community Events Coordinator (or applicable staff) for approval and further processing	Not applicable
Initiates Event	One or more troops or registered adults		One or more troops and/or volunteer event organizers with staff support	Staff with volunteer input
For whom	For all girls or adults within the within the stated target audience of the event: All Girl Scout levels or multi-levels, specific level, special interest topic, Juliette members, bring-a-friend, or recruitment			
Targeted audience	All girls within one troop or up to an entire school up to event capacity.	All girls or adults within the entire service unit. Then cross-service unit girls up to event capacity.	All girls or adults within the entire community. Then cross-community girls up to event capacity.	First-come, first served across entire jurisdiction. Then, cross council girls up to event capacity.
Traditional publicity	To targeted troops	To troop members and at service unit meetings	To troops, service unit meetings, and specific Juliette outreach	Household mailings, etc.
Listed on the Event List	Not on the Event List	Event Submission Form required www.gssem.org/addevent To inform troops and Juliettes	Placed on the Event List www.gssem.org/events	
Marketing and promo items/ materials	Flyers for troop activities or service unit events do not require Council approval. Prior approval from GSSEM's MarComm		GSSEM's MarComm department	
Flyers, custom patches, t-shirts, giveaways, etc.	department is required to use the Trefoil, GSSEM servicemark, and Council name on patches, t-shirts, giveaways, etc.			

Descriptors	Troop Activity	Service Unit Event	Community Event	Council Event
Bank account used	Troop bank account(s) or alumnae group bank account(s) pays all expenses and accepts all fees		Community bank account pays all expenses & accepts all fees	GSSEM's Finance department
Registration arrangements	Troop or alumnae group makes arrangements		Community makes arrangements	GSSEM Registration
Money-earning projects or activities v	Activities or projects designed to earn money from non-Girl Scout persons or organizations require prior approval from Fund Development via the Money-Earning Project Request Form www.gssem.org/moneyearning			Never considered money-earning activities.
Donations of goods & services to troops Worth \$250 or more per donor	The Solicitation Approval Form is sent to Fund Development for prior approval to approach donors. www.gssem.org/solicit Such funds must go through Fund Development to issue a tax donation letter.		Solicitation Approval Form is sent to Community Events Coordinator (CEC) or assigned staff for coordination with Fund Development	Staff follows GSSEM policy
Donations to outside organizations	Troops may donate to appropriate, external non-profit organizations to support girl philanthropy-but only from troop bank accounts.		Donations outside Girl Scouts not allowed.	Not applicable
Mutual of Omaha Supplemental Accident Insurance for Groups Use applicable Mutual of Omaha Insurance Form(s)	<ul style="list-style-type: none"> • Plan 1 Basic Accident Insurance Provides accident coverage only to members and non-members. This coverage is secondary insurance. • Plan 3P Provides sickness and accident coverage to participants in an event. Strongly recommended for travel within the United States. This coverage is secondary coverage. • Plan 3PI Provides sickness and accident coverage to participants in an international travel event. This coverage is required for all Girl Scout international travel. <p>See the Insurance Overview section of Volunteer Essentials for more information.</p>			GSSEM covers members, non-members, and staff at Council events
General Liability Insurance for members, non-members, and staff for official GSSEM activities	Automatically carried by GSSEM for all Girl Scout events, activities, etc. Various venues may ask for proof of GSSEM liability insurance coverage in order to hold Girl Scout events; copies of certificate of liability insurance available from GSSEM's Finance Department as appropriate.			