



Girl Scouts of Southeastern Michigan

# Solicitation & Sponsorship Approval for Troops, Groups, and Individual Girls

## Purpose of this Form

1. To ensure that donors and business sponsors are not receiving duplicate requests for large sums from Girl Scouts and
2. To trigger a proper tax-deduction verification letter for the donor/sponsor.

Additional information about donations or sponsorships can be found in the “Managing Group Finances” section of Volunteer Essentials, at [www.gssem.org/ve](http://www.gssem.org/ve).

## Donations and Sponsorships

Organizations, businesses, and individuals may provide monetary and/or non-monetary support for a troop or group. It's a good idea to recognize the support of donors and sponsors by having the girls send thank you notes, or inviting the donor to a meeting or ceremony, or working together on a Take Action project. Donations of \$250 or more require prior approval.

### Process for donations or sponsorships valued at \$250 or more:

- Complete one form for each donor/sponsor prior to seeking their support. Remember, girls may not solicit cash.
- Allow 14-21 days for an approval to be issued from the Fund Development Department.
- For approved donations, checks must be written to **Girl Scouts of Southeastern Michigan** to be tax-deductible.
- Upon approval, a tax-deduction verification letter will be sent to the donor (only for donations of \$250 or more) and the Finance Department will reimburse the troop/group through a check sent to the address listed below.
- Troops may not issue any tax-deduction verification letters because they are not independent nonprofit organizations.

## Troop/Group/Individual Seeking Approval to Seek/Accept a Donation or Sponsorship

Today's Date: \_\_\_\_\_ Troop #: \_\_\_\_\_ Service Unit/Community #: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

## Purpose of the Donation or Sponsorship

How will this donation or sponsorship benefit the girls? \_\_\_\_\_

## Donor or Organization Making the Donation

Name of Donor or Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

## Description of Donation or Sponsorship

Type of Donation	Amount or Description of Donation/Sponsorship	OFFICE USE ONLY: APPROVED	
		YES	NO
Monetary Donation			
Goods or Services			
Meeting Space			
Equipment			

## Submit this Form

- By mail: GSSEM Fund Development, 1333 Brewery Park Blvd, Suite 500, Detroit MI 48207
- By Fax: (313) 309-1193
- Scan forms and documents and email to [moneyearning@gssem.org](mailto:moneyearning@gssem.org).

OFFICE USE ONLY <input type="checkbox"/> Solicitation has been approved <input type="checkbox"/> Solicitation has not been approved. Explain; <input type="checkbox"/> Volunteer has been notified by who (specify): _____ How: _____ Date: _____
--