



# Requirements for Events, Activities, Money Earning and Donations

## GIRL ACTIVITIES AND EVENTS

Girl events and activities are stand-alone offerings aimed at all Girl Scout levels or specific levels, special interest topics or skill builders, or aimed at Juliette members or bring a friend girls. The type of event may never be used to discriminate or exclude girls or certain troops. All girls within the event's stated targeted audience must be served, up to event capacity. Cross-district attendees or bring-a-friend girls or tagalong siblings may or may not be served due to event 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. Following are the requirements for the types of events:

### 1. Troop Activities (Includes regular troop activities or joint troop activities)

- Organized by one or more troops
- Must serve **all girls in the troop(s)** for up to **one school or up to 3 cross-school troops**
- Organized by volunteers without staff support
- Funds flow through individual Troop Bank Account(s)
- Registration through Troop Leader(s)
- No Intent to Event Form is required (but is strongly recommended for planning)
- Not listed on the GSSEM Calendar of Events.
- Publicized to troop members.

### 2. District Events

- Organized by one or more troops or registered adult for every girl or adult member in the district, including Juliette members, within the event's stated target audience. Then, cross-district girls may attend, up to event capacity.
- Organized by volunteers without staff support
- Funds flow through Troop Bank Account(s) or through alumnae group bank account.
- Registration through Troop Leader(s)
- No Intent to Event Form is required (but is strongly recommended for planning)
- Publicized to troop members and at District Meetings.
- Listed on the GSSEM Calendar of Events after mandatory submission of website-based Calendar Listing Form.

### 3. Community Events

- Organized by event organizers (or one or more troops) for every girl or adult member in the community including Juliette members within the event's stated target audience. Then, cross-community girls may attend, up to event capacity.
- Organized by volunteers with staff support
- Funds flow through Community Bank Account
- Registration through applicable event organizer
- Publicized to troop members and at District Meetings and Juliette member outreach efforts
- **Intent to Event Form** submitted to local volunteer Community Events Coordinator (or applicable staff) for approval and for automatic listing on the Calendar of Events. The form can be found at [gssem.org](http://gssem.org) under forms.

### 4. Council Events

- Open to every girl member in the GSSEM jurisdiction within the event's stated target audience, up to event capacity. Then, cross-council girls may attend, up to event capacity.
- Organized by staff (and/or program partners) with volunteer support
- On website Calendar of Events
- Funds flow through Council Finance Department
- Registration through Council Registration Department
- Publicized through various means: website, household mailings, etc.

## REQUIREMENTS FOR ALL MONEY EARNING BY TROOPS OR DISTRICTS:

- 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 cookies or fall sale), 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 sale program before engaging in any money earning that involves non-Girl Scouts individuals or organizations and such activities are not allowed during the cookie sale.
- Troop Activities are not publicized on the GSSEM Website Calendar, whether or not they are money earning activities.
- District, Community and Council Events are required to be publicized on the Website Calendar whether or not they are money earning activities.

## WHEN DOES MONEY EARNING REQUIRE ADVANCE PERMISSION FROM GSSEM FUND DEVELOPMENT?

- 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 Fund Development approval. Activities or Events do not need prior approval so long as no outside donors are being solicited. Examples of Troop or District Money Earning Activities that do not require prior approval include “badge workshops” for girls or a skating party or a hayride that are only offered to girl members with no solicitation for funding from non-Girl Scouts.
- The GSSEM Fund Development Department 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 the GSSEM Fund Development Department no later than 21 days in advance of the event or activity to ensure proper review and approval; it can be found at [gssem.org](http://gssem.org) under forms.

## DONATIONS OF GOODS OR SERVICES TO GIRL SCOUT TROOPS

- Girl Scouts may ask for support for Girl Scout activities but the direct solicitation of cash is not allowed.
- Donations must benefit every girl in the troop, district or community. That is, donations on behalf of specific girls are not allowed. Juliette girls 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** is a multiple use form: it is used to obtain Fund Development approval for donations; it might be acceptable as proof of Girl Scout membership if such is required by the donor, and it can also trigger issuance of the Tax Donation Letter for the donor. The form can be found at [gssem.org](http://gssem.org) under forms.
- 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 make a donation 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:** Girl Scout members are automatically covered by GSUSA for Basic Accident Insurance through Mutual of Omaha that covers the out-of-pocket medical expenses of accidents not already covered by personal primary health insurance, up to certain limits for most Girl Scout activities lasting two consecutive nights or less through “Plan 1 Basic Accident Insurance.” Events that last three consecutive nights or more must be insured with “Plan 2 Accident & Sickness Insurance.”

Plan 1 and 2 only cover the out-of-pocket medical expenses not already covered by personal primary health insurance up to certain limits:

- Accident Medical expense limit: up to \$17,500
- Sickness Medical expense limit: up to \$10,000

Out of state travel requires Plan 3-type insurance. See Volunteer Essentials for more details.

**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, District or Community Events directly from the GSSEM Finance Department, upon request and as applicable.

## SUMMARY CHART OF REQUIREMENTS FOR ACTIVITIES, EVENTS, MONEY EARNING, DONATIONS, 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	District Event	Community Event	Council Event
<i>Volunteer vs. Staff Roles</i>	Volunteer-led only		Volunteer-led with staff support.	Staff-led with volunteer support
<b>"Intent to Event Form"</b>	<b>"Intent to Event Form"</b> is strongly recommended for planning but is not required.		Requires completed <b>"Intent to Event Form"</b> sent to volunteer Community Events Coordinator (or applicable staff) for approval & further processing	Not applicable
<i>Initiates Event</i>	One or more troops or registered adults		One or more troops and/or volunteer event organizers with staff support	Staff with volunteer input
<i>For Whom</i>	For all girls or adults within the event's stated targeted audience: all Girl Scout levels or multi-levels, specific level, special interest topic, Juliette members or bring a friend or recruitment			
<i>Targeted Audience</i>	All girls within 1 troop or up to an entire school. (Or up to 3 troops for a cross-school troop event)	All girls or adults within the entire district. Then, cross-district 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 to event capacity
<i>Traditional Publicity to</i>	To targeted troops	To troop members & at District Meetings	To troops, District Mtgs. Specific Juliette outreach.	Household Mailings, etc.
<i>Listed on GSSEM Website Calendar</i>	Not on GSSEM Website	Listing on Calendar is required via website-based <b>"Calendar Listing Form"</b> (to keep both troops & Juliettes informed)	Automatically placed on GSSEM Website Calendar	
<i>Marketing &amp; Promotional items and materials (flyers, custom patches, t-shirts, giveaways, etc.)</i>	Flyers for troop activities or district events do not require council approval. Prior approval from GSSEM Marketing Dept. is required to use GS logo /name on patches, t-shirts, giveaways, etc.		All flyers and marketing/promotional materials are pre-approved by GSSEM Marketing Dept.	
<i>Bank Account used</i>	Troop Bank Account(s) or alumnae group bank account pays all expenses & accepts all fees		Community Bank account pays all expenses & accepts all fees	GSSEM Finance
<i>Registration Arrangements</i>	Troop or alumnae group makes arrangements		Community makes arrangements	GSSEM Registration
<i>Money Earning Projects or Activities</i>	Activities or projects designed to earn money from non-Girl Scout persons or organizations require prior approval from Fund Development via <b>"Money Earning Project Request Form"</b>			Never considered money earning activities.
<i>Donations of Goods and Services to Troops worth \$250 or more per donor</i>	The <b>"Solicitation Approval Form"</b> is sent to Fund Development for prior approval to approach donors. Such funds must go through Fund Development to issue a tax donation letter.		<b>"Solicitation Approval Form"</b> is sent to Community Events Coordinator or assigned staff for coordination with Fund Development Dept.	Staff follows GSSEM policy
<i>Donations to Outside Organizations</i>	Troops may donate to appropriate outside non-profit organizations to support girl philanthropy but only from troop bank accounts.		Donations outside Girl Scouts not allowed.	Not applicable
<i>Mutual of Omaha Supplemental Accident Insurance for Groups</i>  <b>Use applicable "Mutual of Omaha Insurance Form(s)"</b>	<ul style="list-style-type: none"> <li>Plan 1 Basic Accident Insurance: <b>GSUSA Members are automatically covered for events lasting two consecutive nights or less.</b> GSUSA pays the premium. (Plan 2 can be purchased for these events by the leader/event organizer for non-members non-members but Plan 2 is not required.)</li> <li>Plan 2: Accident &amp; Sickness Insurance: <b>Mandatory for events lasting more than two nights.</b> Purchased by leader/event organizer. Plan 2 covers members and non-members. Cost is currently \$0.29 per person per day, including first and last day.</li> <li><b>See "Volunteer Essentials, Part III: Safety"</b> for details, complete process, and other insurance information. (For example, Plan 3+ level of insurance is required for out of state travel, etc.)</li> </ul>			GSSEM covers members, non-members, and staff at Council Events
<i>General Liability Insurance</i> For members, non-members & staff for official GSSEM activities	<ul style="list-style-type: none"> <li>Automatically carried by GSSEM for all Girl Scout events, activities, etc.</li> <li>Various venues may ask for proof of GSSEM liability insurance coverage in order to hold Girl Scout events there: copies of certificate of liability insurance available from GSSEM Finance Department as appropriate.</li> </ul>			