

Donation Authorization Request Form Instructions

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Donations include: cash, materials, and services

It is important that troop/group/service unit needs to generate philanthropic support do not come into conflict with the needs of the broader council or the policies of GSUSA. For that reason these policies and procedures have been established. These procedures have been established to help us coordinate our fund raising efforts and assure that the purposes, and principles of Girl Scouting are maintained.

All volunteers interested in soliciting or accepting cash or in-kind donations in excess of \$100 must be authorized by the designated Advancement staff to request and accept donations on behalf of Girl Scouts.

Instructions:

- To become authorized, complete the Donation Authorization Request Form, provide any attachments, and turn it in to your Community Development Manager (CDM) for recommended approval. Once the CDM has signed off on this form, it will be sent to the designated Advancement staff for final approval.
- A Donation Authorization Request Form must be submitted thirty (30) days before you would like to request a donation.
- If you intend to make multiple solicitations, you may submit a list of all individuals and corporations you intend to solicit along with a statement as to why you have selected these particular prospects.
- If you plan to send a letter requesting a donation, attach the letter to this form so that Advancement staff can ensure consistency of Girl Scout messaging and language.
- If you work for a company that offers volunteer hour matching, attach a copy of the volunteer hours match paperwork to this form.

Once the Donation Authorization Request Form has been approved by the designated Advancement staff, volunteers may request and receive donations directly from the donor.

- In-kind donations (not cash) valued at \$100 or more should be reported to the council headquarters in Greenville within 3 days of receipt. Provide a brief description of the item(s), donor name, address and any other contact information you may have. Advancement will send a letter of acknowledgement to the donor.
- Checks should be made payable to Girl Scouts of South Carolina – Mountains to Midlands.
- All cash donations of \$100 or more must be sent in to the Council Headquarters in Greenville. .

It generally takes about two weeks to process a check. If there is not a completed Donation Authorization Request Form on file, the processing will be delayed.

Acknowledgements:

The council will provide a written thank you to the donor for their cash or in-kind contribution of \$100 or more. Volunteers are responsible for acknowledging cash and in-kind donations valued at less than \$100. If the donor requests a receipt for a charitable contribution, the gift will need to be submitted to the council so a receipt can be issued to the donor in accordance with IRS regulations.

Please Note:

- Cash and in-kind donations cannot be designated for the benefit of a specific girl or adult.
- **A girl may not ask for a donation.** Such soliciting is considered fundraising by Girl Scouts of the USA and according to GSUSA policy, only adults are allowed to fundraise. A girl can make a presentation to a business or organization about her Take Action project and have an adult do the actual solicitation.
- Girls working on their Gold Award can partner with an adult and request cash or in-kind gifts in support of her Take Action project. They should use this form. In addition to requiring initial approval by the CDM, it will also require initial approval by the staff who oversees the Gold and Silver Awards process. Girls working on their Silver Award are only eligible request in-kind donation authorization and must follow the same procedures as above.

“All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by a Girl Scout council or Girl Scouts of the U.S.A. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and administered by the Girl Scout council or Girl Scouts of the USA. Such assets are not the property of individuals, troops, geographic units, subordinate units or communities within a Girl Scout Council.”

GSUSA Policy, Blue Book of Basic Documents, 2012

Please be sure to read the instructions and fill out the following to become authorized. If you have questions, contact the Advancement Department at the Council Headquarters in Greenville. (1-800-849-4475 or 864-770-1400) Thank you.

Name _____ Day phone _____ E-mail _____
Address _____
SU # _____ Troop/Group # _____ # of Girls in Troop/Group _____

Describe the donation for which you are requesting approval. If you are requesting approval to solicit in-kind donations, please also describe items and provide an estimated dollar value.

List of prospective donors and *why you selected them* (please attach additional page if more space is needed):

How will the donation be used?

How many girls/adults will benefit from the donation? _____ girls _____ adults
What is your total budget for the activity(s) listed above? _____
How will you raise additional funds (Product Sales, other money-earning activities, families, fees, etc.)?

Was there girl planning involved? Please explain.

Name of corporation, if this is a matching gift for donations or volunteer hours. _____

Please check if the following are accurate:

- Most recent year-end financial report is on file at Girl Scout Service Center
- Troop/group/SU bank account meets GSSC-MM guidelines (see Volunteer Essentials)
- Proposed gift request form or letter to corporation is attached (if applicable)
- If the purpose of the fundraising required council approval, that approval has been granted.

Pass-through Donations: Troop/Group Name or Number: _____

Name of individual the check should be made payable to: _____

Where should the check be sent? _____

Signature _____ Date _____ I do / I do not recommend
Community Development Manager

Signature _____ Date _____
Advancement Staff