



**Please review the GSCV Solicitation Guidelines
before submitting your Donation Form.**

Has your troop or service unit (SU) maximized your participation in product sales? Are you considering asking companies or individuals for donations of money or supplies? Here's what you need to know to be successful and stay within the rules!

- * Individuals, troops, and service units can accept donations that do not require a tax deductible receipt for the donation.
- * If a tax deductible receipt is required, the individual, troop, or SU MAY be able to accept the donation with GSCV staff approval.
- * GSCV is the only legal entity that can issue a tax deductible receipt, letter, or statement on GSCV letterhead acknowledging a tax deductible donation. These items must be prepared by staff.
- * For requests on letterhead, please contact GSCV.
- * For more information and FAQs, see below.

Solicitation Guideline FAQs

Q: What is the difference between fundraising and money earning?

A: Per GSUSA, fundraising as an act is allowed in GS if done by adults for Girl Scouting. "Group money-earning" refers to activities organized by the troop/group (not by the council) that are planned and carried out by girls (in partnership with adults) and that earn money for the troop/group. A great example of a money-earning project is the product sales program, where the girl is working to earn funds for a particular project/trip that is Girl Scout related. Additional money-earning activities can be approved by GSCV staff. A request for approval of an additional money-earning activity must be submitted to your Membership Consultant or membership staff contact for approval.

Q: Do all donations have to go through GSCV staff?

A: No. Donations that are \$250 or greater and those that come from donors requesting a tax deductible receipt or donation letter have to go through GSCV staff. Any request on letterhead must be approved by GSCV staff. Deductions for donations under \$250.00 can be taken. However, since the IRS does not require documentation for charitable donations of less than \$250.00, GSCV does not issue receipts on amounts under this threshold? Smaller donations up to the \$250.00 limit can absolutely be written off, however, GSCV doesn't provide the receipts for these donations. For donations over the \$250.00 threshold, where the EIN is required, the donation would need to be made to GSCV. GSCV in turn would issue a check in the amount of the donation to the troop or service unit in the amount of the donation.

Q: Is it okay for an individual, troop or service unit to compose a thank you letter or tax deductible receipt on GSCV letterhead?

A: No, tax deductible receipts can only be issued by GSCV staff. Troops and service units may certainly write thank you letters, but may not indicate tax deductibility.

Q: Is there a benefit to making GSCV staff aware of the donation I am considering requesting?

A: Yes, our staff is often times able to leverage aspects of the entire council to generate a donation that can benefit a larger number of girls. Staff will determine if the opportunity will be pursued beyond the entity requesting a donation.

Q: What happens when a location requests the EIN to approve a cookie booth location?

A: The EIN number should not be given to any troop or service unit for any reason. The troop or service unit may request the Philanthropy Department provide the EIN number to the requesting entity. The troop or service unit will need to provide the Philanthropy Department with the full contact information of the requesting entity.

Q: Can a troop/SU still have its own EIN number?

A: No, all troop/SU bank accounts must comply with the new Troop/Service Unit Finance and Banking Guidelines issued May 2012, which states that all troops and service units must establish a bank account at a GSCV partner bank with two (2) unrelated (by birth, marriage or shared domicile) adult signers. The guidelines were created to make it easier for troops, service units, and staff to monitor troop/service unit finances, protect current and future girls, as well as remove the burden of obtaining a federal taxpayer identification number (EIN) at the troop/service unit level. 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 USA. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within a Girl Scout council.

Q: Is there a monetary limit to in-kind donations?

A: There is no limit to in-kind donations. However, a tax deductible receipt from GSCV will only be given for in-kind donations from one party valued at \$250 or more of the fair market value (FMV).

Q: Are troops allowed to participate in community fundraisers or spirit nights where they receive a monetary donation or percentage of total sales?

A: Yes, as long as these events are not held during the Cookie or Fall Product Sale seasons. Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts. If the EIN number is requested by these locations, please contact the Philanthropy Department.

Q: Do these guidelines apply to girls earning higher awards? A: Please reference the higher award guidelines below:

- It is preferred that Girl Scouts earning their Bronze, Silver, or Gold Award use their network of friends, family, and neighbors to request in-kind donations for these projects. This helps the girls to expand their personal network and also helps to spread the word of the great service they are doing in their communities.

- The girls are accountable for all money earning activities, unsolicited donations, in-kind donations of product or goods for the project.
- Girls should be involved in seeking non-monetary donations for projects.
- Money raised for Girl Scout activities is not to be retained by individuals.
- All unsolicited financial contributions to your project should be deposited in the troop's account. These funds should then be designated for the girl's Higher Award project.
- Girl Scouts may not engage in any direct solicitation for money, use games of chance or participate in product-demonstration parties.
- The girls must document and account in their final project report a report of all funding and financial records of the project.



DONATION RECEIPT REQUEST FORM

Troop or Service Unit Receiving Donation: _____

COMPLETE FOR MONETARY DONATIONS

Donation Amount: _____

[The IRS does not require documentation for charitable donations of less than \$250. GSCV does not issue receipts on amounts under this threshold. For donations over the \$250 threshold, where the EIN is required, the donation would need to be made to GSCV. GSCV in turn would issue a check in the amount of the donation to the troop or service unit.]

Donation Date: _____

Donor: _____

Staff Contact (if applicable): _____

Address: _____

Phone #: _____

COMPLETE FOR IN-KIND DONATIONS

Type of Donation: _____

Fair Market Value: _____

[A tax deductible receipt from GSCV will only be given for in-kind donations from one party valued at \$250 or more of the fair market value.]

Donor: _____

Staff Contact (if applicable): _____

Address: _____

Phone #: _____

Submitted by
GSCV 2015

Date