



**Girl Scouts of Eastern South
Carolina Fund Development Policies**

November 2, 2019

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1. Gift Acceptance Policy

1.1 Overview

The several benefits enjoyed by Girl Scouts under the law include active support and voluntary contributions from individuals, corporations, foundations, government, associations and societies. The relations among all these parties are essential to the mission of Girl Scouting, especially its financial stability. The Board of Directors shall retain responsibility for preservation and enhancement of philanthropy.

All charitable contributions, regardless of value, form or designated use, shall be made only to the Girl Scouts of Eastern South Carolina. Incorporated in the state of South Carolina and designated as a 501(c)3 organization, the Girl Scouts of Eastern South Carolina is the only tax exempt entity. Gifts may be received on behalf of projects, programs, geographic units, troops or groups as designated donations or restricted donations.

The council will comply with applicable tax laws and public reporting requirements. Members and donors shall have full disclosure of the financial operations of the council by contacting the CEO, COO, or CFO.

All fund raising methods employed by the Girl Scouts of Eastern South Carolina shall be in keeping with the principles for which the organization stands.

The Board of Directors has the right to refuse gifts or contributions that do not enhance the long-range financial viability of the Girl Scouts of Eastern South Carolina or the mission of the Girls Scouts.

Use of the name of this organization for any fund raising purpose by any other organization or entity shall require prior approval of the Fund Development Committee. The policies of Girl Scouts of the USA shall act as a guide for entering into joint fundraising ventures where there is no implied endorsement or selling of unapproved products.

Joint ventures, cause-related marketing and solicitation partnerships shall be in accordance with regulations of federal, state and local laws, council policies and individual written contracts for each occurrence shall be approved by the Board of Directors upon the recommendation of the Fund Development Committee.

All policies will be re-evaluated by the Fund Development Committee every three years beginning in 2010. The next evaluation will be scheduled for 2022.

2. Types of Gifts

Besides monetary gifts in the form of cash, checks, money orders and charges to approved credit cards, non-monetary gifts may be accepted, such as: bonds and securities, real property, intellectual property, tangible personal property, gifts-in-kind to be used in the form in which they are given, royalties, copyrights and trademark rights, and insurance policies naming the Girl Scouts of Eastern South Carolina as a beneficiary in whole or in part. The following is a list of some of the types of gifts Girl Scouts of Eastern South Carolina may accept.

2.1 Unrestricted and Restricted Gifts

Gifts with no stipulation by the donor as to their purpose or use are unrestricted. Unrestricted funds will be used to support the Girl Scout program, maintain properties, and offer scholarships to camp or to college. Gifts with purpose, timing or both, stipulated by the donor, are restricted and may be used only as stipulated. Restricted gifts are assets designated by the donor or by Girl Scouts of Eastern South Carolina for future operating and capital needs. Restricted gifts are of two types: permanently restricted and temporarily restricted.

- **Permanently restricted gifts** have principal that is never spent, only invested. Earnings from these investments, i.e., dividends or interest or both, are either temporarily restricted or unrestricted as determined by the donor.
- **Temporarily restricted gifts** are to be spent subject to time or purpose restrictions stipulated by the donor. They often involve sponsorship of an event or sponsorship of a program.

At the time of adoption of this policy, Girl Scouts of Eastern South Carolina accepts donor restriction to council priorities as set forth in the council corporate plan. If a donor wishes to make a gift restricted, acceptance of the gift and its stipulations requires both review and acceptance of the Fund Development Committee and the Board of Directors.

The council will make every effort to maximize solicitations of unrestricted gifts and to educate donors as to their importance. The council will make appropriate efforts to convince a potential donor who intends a restricted gift not acceptable to the council to reach alternative mutually acceptable stipulations for such a gift. The specific restrictions will be detailed in the donor's commitment letter.

2.2 Memoriums and Honorariums

Both restricted and unrestricted commemorative gifts may be received in the form of "in memory" "in honor of" or "on the occasion of" from any source. Unless the donor specifies their use or the person or family named, they shall be considered unrestricted gifts.

2.3 Gifts in Trust and Other Planned Gifts

The organization may accept gifts in trust, agreeing to hold and manage a donor's principal resources and assets in exchange for life income, after which the principal and future income become the property of the Girl Scouts of Eastern South Carolina, in accordance with the council's Planned Giving Program and/or Girl Scouts of the USA's planned giving program.

2.4 Property

Personal property may be accepted with approval of the Board of Directors when the property can be sold or the property can be used in keeping with the mission of the organization. A certified professional appraiser must appraise all gifts of property at the expense of the donor, and a copy of the appraisal must accompany the gift. The gift value shall be the appraised value at the time of the gift. If the property is sold within two years of its receipt, IRS form 8282 will be completed and submitted to the IRS.

Real estate in the form of a residence, business, commercial building, undeveloped land, etc., may be accepted when the regulatory environmental and toxic waste review is completed and the property can be sold or the property can be used in keeping with the mission of the Girl Scouts of Eastern South Carolina. Acceptance of real property requires board approval after review and recommendation by the Fund Development Committee. Acting with legal and other appropriate advisers, the Fund Development Committee review includes a review of the results of a due diligence search and other site investigations and review of the council's long-range property plan.

Ordinary due diligence includes a review of regulatory and zoning issues, property appraisal by a certified appraiser, and a title search to reveal any encumbrances on the property, such as easements, rights of way, mineral leases, resource rights, etc.

As part of, or in addition to ordinary due diligence, the review will include an inquiry into the previous ownership and uses of the property. Such search should include a visual inspection of the site for suspicious conditions arising from former uses, such as landfill or unmarked containers of liquid waste, evidence of industrial uses, etc., and a determination if a Phase I Environmental Inspections report is required. Expenses arising from all investigations leading to the acceptance of a gift of real property are the sole responsibility of the donor. The council will notify the donor for approval, prior to incurring expenses.

If a gift of personal or real property is restricted, the provisions of restricted gifts policy will also apply.

2.5 Legacies and Bequests

A donor may designate Girl Scouts of Eastern South Carolina in a will or other instrument, such as an insurance policy as a beneficiary to receive a direct gift from the donor's estate. Unless otherwise specified by the donor, legacy and bequest income are received in the Girl Scouts of Eastern South Carolina's endowment, insuring that the principal will be invested and only earnings will be applied to council use.

3. Gifts-In-Kind Policy

Gifts of material or products may be accepted when the form of the gift can be used immediately by the organization. A gift-in-kind is an item such as equipment, software, or a product that the donor voluntarily transfers to Girl Scouts of Eastern South Carolina without charge or consideration.

Only Girl Scouts of Eastern South Carolina's Chief Executive Officer, Board of Directors, Director of Resource Development, or members of the Fund Development Committee, or their assignees have the authority to accept gifts-in-kind.

Donors must complete a gift-in-kind form that includes the name of the donor, a description of the item(s), the retail value of the item(s) and permission to publicly recognize the donation.

Once accepted, the donated item(s) become the property of Girl Scouts of Eastern South Carolina, which retains the right to dispose of a gift-in-kind as it sees fit, unless another arrangement has been made with the donor.

4. Corporate Support or Donation

4.1 Overview

Girl Scouts of Eastern South Carolina believes that it can best fulfill its mission through a broad base of support from various sources. However, to maintain its independence and objectivity, it seeks to identify any areas where there may be real or apparent conflicts of interest or where the mission, programs, projects and independence of Girl Scouts of Eastern South Carolina could be compromised.

As part of the expanding base of support, Girl Scouts of Eastern South Carolina is willing to consider partnerships with and gifts from the corporate sector. Girl Scouts of Eastern South Carolina recognizes that corporations, as profit-centered organizations, have the obligation to their shareholders, boards and employees to be successful. Girl Scouts of Eastern South Carolina also recognizes that companies support the non-profit sector not only out of a desire to be helpful, but also with a hope of a return or benefit to the companies.

Given these realities and both legal and ethical considerations, Girl Scouts of Eastern South Carolina is willing to negotiate partnerships and accept support from the corporate sector in ways that will benefit and recognize the supporting companies while enabling Girl Scouts of Eastern South Carolina to better achieve its mission without compromising its principles.

4.2 Policy

Girl Scouts of Eastern South Carolina, as an independent non-profit organization, will accept no cash or real property gift, pledge of support or non-cash gift or services or enter into any partnership with any company or organization that produces products that are or may be harmful to the Girl Scouts of Eastern South Carolina community. Nor will Girl Scouts of Eastern South Carolina accept any of the above support from any company or organization that, in the judgment of Girl Scouts of Eastern South Carolina, exploits girls or volunteers in its product lines, advertising, marketing, work force or in any other way.

Girl Scouts of Eastern South Carolina will solicit and accept support only for activities that are consistent with its mission.

Girl Scouts of Eastern South Carolina will accept funds for operations and program activities only when the content is to be determined by Girl Scouts of Eastern South Carolina or an independent group designated by Girl Scouts of the USA.

Girl Scouts of Eastern South Carolina will maintain complete control of all funds provided by corporations, organizations and individuals.

Girl Scouts of Eastern South Carolina will not accept any support that implies or requires endorsement of products.

Recognition of major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and Girl Scouts of Eastern South Carolina's mission and purpose. Girl Scouts of Eastern South Carolina will seek to develop recognition opportunities that are appropriate and meaningful for both the supporting companies and Girl Scouts of Eastern South Carolina.

Girl Scouts of Eastern South Carolina's intangible intellectual assets, including its name, research and other work, will be protected at all times. Donors will not be permitted to use Girl Scouts of Eastern South Carolina's name or other items for commercial purposes or in connection with the promotion of any product.

Girl Scouts of Eastern South Carolina board and staff reserve the right to refuse any donation of cash or other real property, services, non-cash gifts or any other forms of support if such support is not in keeping with the above policies or for other reasons that Girl Scouts of Eastern South Carolina deems appropriate.

5. Troop/Service Unit Solicitation and Money-Earning Project Policy

5.1 Troop/Service Unit Solicitation Policy

Solicited Cash Contributions

While companies and organizations may assist Girl Scout Troops and Service Units in non-financial ways, Troops and Service Units should **NOT** solicit businesses, organizations or individuals for monetary support or grant funding for their troop or service unit. GSESC is a non-profit entity recognized as a tax-exempt charitable organization. Subordinate units are a subdivision of the council and have no independent existence for tax purposes.

Unsolicited Cash Contributions

Unsolicited funds from non-sponsor businesses, organizations or individuals for monetary support of a Troop or Service Unit over \$250 must be issued to *Girl Scouts of Eastern South Carolina* in order to be tax deductible and ensure proper donor acknowledgement. Amounts in excess of \$250 will be returned to the Troop or Service Unit to which it was directed at a rate of 50% (up to a maximum of \$500) of each gift. Prior to the disbursement of the funds, an explanation of the use of the funds will be required to ensure it benefits Girl Scouting and/or the community in general. The Council will then issue a check to the Troop in the next check cycle. The amount of the donation must be reported as income on the Troop Finance Report. A Cash/In-Kind Form must be completed and returned along with the donation check to the Fund Development staff.

Solicited In-Kind Contributions

A Girl Scout Troop or Service Unit may solicit in-kind donations to support Girl Scouting activities. Approval must be secured from the Fund Development staff prior to soliciting any in-kind contribution over \$250 in order to avoid conflict with council level fundraising efforts.

Troop Sponsorship - Solicited or Unsolicited

Troop Sponsors can provide Troop meeting places, volunteer time, equipment, scholarships or cash funding. The amount of cash funding is not to exceed current registration and council service fees per Troop member per fiscal year.

In the event of a cash contribution for sponsorship, a Cash/In-Kind Form must be completed, along with the Troop Sponsorship Agreement, and returned with the donation check to council. Checks from Troop sponsors must be issued to *Girl Scouts of Eastern South Carolina* in order to be tax deductible. The Council will then issue a check to the Troop in the next check cycle.

5.2 Troop Money-Earning Project Policy

Permission to conduct an approved Money-Earning Project, other than the Council Cookie Sale or the Fall Product Sale, must be obtained by completing and submitting the Troop Money-Earning Project Form to the Fund Development staff for approval at least two (2) weeks prior to the project.

Per the below schedule and during the membership year (October 1 - September 30), Girl Scout Troops may conduct an "approved money-earning project" if they have participated in the Council Cookie Sale and Fall Product Sale:

Daisies	None
Brownies and Juniors	One
Older Girls	More than one, with Council approval

Permission to conduct an approved Money-Earning Project for Senior and Ambassador Girl Scouts for a Gold Award project must be obtained by completing and submitting the Supplemental Money-Earning Permission Request, along with Gold Award project proposal, to the Gold Award Committee and Fund Development staff for approval. Any excess amount received will be dealt with according to Unsolicited Cash Contributions policy.

No resale of commercially manufactured products by any Girl Scout Troop/group is permitted other than the Council Cookie and Fall Product Sale.

6. Donor Stewardship Policy

Donor wishes will be considered to the extent possible, so long as their intended use of funds is in keeping with the mission of Girl Scouting and the policies and priorities of Girl Scouts of Eastern South Carolina as expressed in the corporate plan. Resolution of donor wishes outside approved priorities and established programs shall be by the Board of Directors upon recommendation of the Fund Development Committee.

Formal recognition of donations to Girl Scouts of Eastern South Carolina shall include methods of recognition that enhance the image of Girl Scouting, show appreciation to the donor and provide opportunities for public acknowledgement.

All gifts, regardless of value, form or designated use shall be acknowledged by Girl Scouts of Eastern South Carolina with official correspondence within 72 hours of acceptance of the gift. Acknowledgement represents to the donor acceptance of the gift along with its restriction, notice of what goods and services were or were not received and may also serve the donor as evidence to certify a possible tax deduction. In processing all gifts, will be entered into current donor management software for the constituency source from which these gifts are given (i.e. corporations, foundations, church, or individuals) along with all contact information for the donor.

6.1 Recognition Levels

The following recognition levels have been set for annual giving. Special fundraising events, capital campaigns and endowments will set their own recognition levels.

Friend - \$0 - \$249

Supporter - \$250 - \$499

Partner - \$500 - \$999

Bronze - \$1,000 - \$2,499

Silver - \$2,500 - \$4,999

Gold - \$5,000 - \$9,999

Diamond - \$10,000 - \$19,999

Platinum - \$20,000 - \$49,999

Steward - \$50,000 - \$99,999

In-Kind - at every level

7. Fundraising Code of Ethics

PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST

Members shall:

1. not engage in activities that harm the members' organizations, clients or profession or knowingly bring the profession into disrepute.
2. not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.
3. effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the members or the members' organizations.
5. comply with all applicable local, state, provincial and federal civil and criminal laws.
6. recognize their individual boundaries of professional competence.
7. present and supply products and/or services honestly and without misrepresentation.
8. establish the nature and purpose of any contractual relationship at the outset and be responsive and available to parties before, during, and after any sale of materials and/or services.
9. never knowingly infringe the intellectual property rights of other parties.
10. protect the confidentiality of all privileged information relating to the provider/client relationships.
11. never disparage competitors untruthfully.

SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS

Members shall:

12. ensure that all solicitation and communication materials are accurate and correctly reflect their organization's mission and use of solicited funds.
13. ensure that donors receive informed, accurate, and ethical advice about the value and tax implications of contributions.
14. ensure that contributions are used in accordance with donors' intentions.
15. ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.
16. obtain explicit consent by donors before altering the conditions of financial transactions.

TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION

Members shall:

17. not disclose privileged or confidential information to unauthorized parties.
18. adhere to the principle that all donor and prospect information created by, or on behalf of, an organization or a client is the property of that organization or client.
19. give donors and clients the opportunity to have their names removed from lists that are sold to, rented to, or exchanged with other organizations.
20. when stating fundraising results, use accurate and consistent accounting methods that conform to the relevant guidelines adopted by the appropriate authority.

COMPENSATION, BONUSES & FINDER'S FEES

Members shall:

21. not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall members accept finder's fees or contingent fees.
22. be permitted to accept performance-based compensation, such as bonuses, only if such bonuses are in accord with prevailing practices within the members' own organizations and are not based on a percentage of contributions.
23. neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.
24. not pay finder's fees, commissions or percentage compensation based on contributions.
25. meet the legal requirements for the disbursement of funds if they receive funds on behalf of a donor or client.

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8. Donor Privacy Policy

The Fund Development Department shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect files and other data on donors, and should ensure that it is used only for the support of fundraising. Girl Scouts of Eastern South Carolina is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:

- Contact information: name, address, telephone number and e-mail address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

Girl Scouts of Eastern South Carolina uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board members, volunteers and consultants only on a "need-to-know" basis.

The organization also assures donors that their names and addresses will not be shared with any third party unless permission has been granted.

If you have comments or questions about Girl Scouts of Eastern South Carolina's donor privacy policy, please call the Fund Development staff at (843) 669-5174 or (800) 786-8704.

9. Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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10. Non-Compliance of Fund Development Policies by a Troop or Service Unit

Non-conformity with the above policies could result in one or more of the following as recommended by council CEO and approved by council board of directors:

- Forfeiture of Troop Product Sales Bonus (Fall and/or Cookie)
- Forfeiture of Cookie Dough
- Forfeiture of Cookie Patch
- Loss of participation in Troop trips for a year
- Loss of participation in Council-sponsored events
- Revocation of Troop charter

11. Confidentiality Policy Agreement

In performing their duties, Girl Scouts of Eastern South Carolina staff, board members and volunteers are privy to information about individuals and families, such as giving history, assets, wealth and family relationships. This is especially true for staff, board members and volunteers involved in fundraising and development activities. Due to the sensitivity of this information, it is important that all Girl Scouts of Eastern South Carolina staff, board members and volunteers adhere to the policy that information shared with them remains confidential, is not discussed with others in private or public settings and is not disclosed or used for any other purposes.

I agree to comply with this policy.

Signature

Date

□

Girl Scouts of Eastern South Carolina APPLICATION FOR TROOP MONEY-EARNING PROJECT

This form is to be used by Troops which would like to hold money-earning activities in addition to the council-sponsored Fall Product and Cookie Sales Program. A specific need for the additional income must be indicated on this form and approval must be received prior to holding the proposed money-earning activity. Troops must have participated in both the Cookie Sale and Fall Product Sale and then can conduct an approved money earning project during the membership year (Oct 1-Sept 30) per the following schedule in the Fund Development Policies: Daisies – None; Brownies and Juniors – One; Older Girls – More than one, with Council approval. Before completing, please review Volunteer Essentials - Troop Finances for appropriate activities.

Troop # _____ Level _____ # of Girls in Troop _____ Service Unit _____

Leader's Name _____ Phone # _____ Email Address _____

Address _____ City _____ Zip Code _____

About your project:

Describe your project (please be specific) _____

How will girls be involved in this project? _____

Date and location of project? _____

What troop program or activity will this project fund? _____

Dollar goal (income minus expenses) \$ _____

Project Budget:

Total cost for planned troop activity \$ _____

Amount already saved for activity \$ _____

Difference (amount still needed) \$ _____

Estimated income from this activity \$ _____

Check all that apply:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Girls have been involved in the planning and budgeting of the project <input type="checkbox"/> Parent/guardian permission has been obtained for all girls in the project. <input type="checkbox"/> Troop has turned in previous year's finance report to council. <input type="checkbox"/> The troop has participated in the most recent Cookie Sales Program. Income: \$ _____ <input type="checkbox"/> The troop has participated in the most recent Fall Product Program. Income: \$ _____ <input type="checkbox"/> The project will not be carried out during the Cookies Sales Program or during Fall Product Program. | <ul style="list-style-type: none"> <input type="checkbox"/> The project does not include direct solicitation of cash. <input type="checkbox"/> Does not include a game of chance (raffle, drawing). <input type="checkbox"/> Does not endorse/promote any business. <input type="checkbox"/> Does not involve the sale of commercial items. <input type="checkbox"/> Does not raise money for another charity or organization. <input type="checkbox"/> Girl Scout Daisies are not involved in the this money-earning project. <input type="checkbox"/> The troop will receive 100 percent of the proceeds earned. <input type="checkbox"/> We agree to follow GSESC and GSUSA policies and standards in Volunteer Essentials and Safety Wise. |
|---|--|

We understand that this is a request for approval. We will not make final arrangements until we have received approval from GSESC. We have also reviewed Volunteer Essentials – Troop Finances.

Girl Representative Signature: _____ Date: _____

Leader's Signature _____ Date: _____

Fill out form completely and send to:

Fund Development
181 E. Evans St., Unit 58
Florence, SC 29501
Fax: 843-669-08221
customer@girlsoutse.org

Staff use only

Request is _____ approved _____ denied; Reason for denial _____

Date troop notified: _____

Fund Development Manager Signature: _____



Girl Scouts of Eastern South Carolina Sponsorship Agreement

Instructions: Read purpose and responsibilities listed below and discuss with your selected sponsor. Complete agreement form and mail to: Girl Scouts of Eastern South Carolina, North Charleston Service Center, 7951 Dorchester Road, North Charleston, SC, 29418. You will receive a Sponsorship Certificate for you to present to your sponsor.

PURPOSE OF SPONSORSHIP

Sponsors can provide Troop meeting places, volunteer time, equipment, scholarships or funding (up to the current membership and council service fee per Troop member per year). Sponsors help the Girl Scout council ensure that all girls in the community have an opportunity to participate.

RESPONSIBILITIES OF THE COUNCIL

- To provide and administer the Girl Scout program within the framework of national policies and standards and to supervise all Volunteers, Troops and Service Areas.
- To interpret to the sponsoring group the national and local Girl Scout policies and standards, especially those regarding Troop and Service Area programs, standards and finances.
- To interview, select, train and place interested adults including those suggested by the sponsoring group.

RESPONSIBILITIES OF THE SPONSOR

- To adhere to national and local Girl Scout policies and standards.
- To assign and/or recommend adult members of the sponsoring group to serve on the Troop committee or Service Team.
- To assist the Troop or Service Area in finding a meeting place that conforms to Girl Scout policies and standards and aid in maintaining qualified leadership.
- To encourage girls to attend camp and to participate in Girl Scout activities beyond their own Troop through assistance, financial or otherwise.

RESPONSIBILITIES OF TROOP OR SERVICE UNIT

- To perform appropriate services for its sponsor such as ushering, performing flag ceremonies, waiting tables, aiding in carrying out yard cleaning projects, etc.
- Please note: in the case of sponsorship in the form of a cash gift, the check must be made payable to Girl Scouts of Eastern South Carolina in order to be tax deductible. In addition to this form, please complete the Cash/In Kind Donation Form and return to council with the check. The council will issue a check to the designated Troop.

SPONSORSHIP AGREEMENT

I/we hereby agree to serve as a sponsor for Troop # _____ or Service Unit _____. As a sponsor, we agree to the responsibilities as outlined by Girl Scouts of Eastern South Carolina for troop sponsorships for the 2019-2020 membership year.

NAME OF SPONSOR (INDIVIDUAL OR ORGANIZATION)

ADDRESS OF SPONSOR

PHONE

DATE

Cash Sponsorship: YES NO Sponsorship Amount: \$ _____ Date: _____

In Kind Sponsorship: YES NO Description _____

Cash Donation in Excess of Sponsorship: YES NO Amount \$ _____

This sponsor wishes to receive an official receipt from the council for tax purposes

TROOP LEADER OR SERVICE UNIT CHAIR NAME

PHONE

DATE

PLEDGE COMMITMENT FORM



Donor Name _____

Address _____

City, State, Zip Code _____

Telephone Number (Home) _____

Telephone Number (Work) _____

Mobile Number _____

E-Mail Address _____

May we contact you via e-mail? Yes No

Gift/Pledge Commitment \$ _____ to be paid

over _____ years.

Purpose of the gift _____

Donor recognition (how donor will be recognized as per agreement, i.e. name a physical space, scholarship fund, etc.; and whose name will appear, etc.):

Preference for listing in donor recognition materials:

Payment Schedule:

Amount \$ _____ to be given:

Annually Quarterly Monthly

Signature of Donor

Date:

Signature of Girl Scouts of Eastern South Carolina Representative

Date:

Girl Scouts of Eastern South Carolina

SUPPLEMENTAL MONEY-EARNING PERMISSION REQUEST – Gold Awards

This form is to be used when a Senior or Ambassador Girl Scout plans a supplemental money-earning project to help finance a Gold Award project. All request forms should be submitted with project for approval by Gold Award Committee and Fund Development staff.

Troop# _____ Program Age Level: _____ Senior _____ Ambassador _____

Date: _____

Girl Scout's Name: _____

Street Address: _____ City: _____ Zip: _____

Telephone # (_____) _____ Email: _____

Describe the Award project for which additional funds are needed. _____

In-Kind Donations Received: _____

Proposed Money Earning Project: _____

Proposed Date.

1. PROJECTED AWARD PROJECT INCOME

Income Activity	Estimated Income	Actual Income
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTALS \$		\$

2. PROJECTED AWARD PROJECT EXPENSES

Specific Expenses - Describe Estimated Expenses
\$
\$
\$
\$
\$
\$

TOTAL \$

We have read the Girl Scouts of Eastern South Carolina and GSUSA policies and standards in *Volunteer Essentials*, (Troop Finances). We have discussed our money-earning activity plan with the parents/guardians in our Troop and have secured their support for this activity.

Individual Girl Signature _____ Date _____

Troop/Volunteer Adult Signature _____ Date _____
 Position _____

FOR COUNCIL USE

Money-Earning Project Approved _____ Money-Earning Project Not-Approved _____ Date _____

If not approved, the reasons are _____

Staff reviewed: _____



Girl Scouts of Eastern South Carolina

Cash / In-Kind Donation Form

INSTRUCTIONS: To record cash and in-kind contributions, complete all information and submit to: Girl Scouts of Eastern South Carolina, Attn: Fund Development, 181 E. Evans St., Unit 58 Florence, SC 29506 or email patbaxley@girlscoutseasc.org. See Fund Development Policies regarding solicited and unsolicited cash and in-kind contributions for troops and service units.

1. Date of donation: _____
2. Donation description: _____
3. Donation value:
 - Cash/Check: \$ _____
 - In Kind – Value Amount: \$ _____
 - Check made payable to GSESC attached for reimbursement to Troop/Service Unit
4. Company, organization, or individual making donation: _____
 - Contact Name at company/organization: _____
 - Signature of donor: _____
 - Address: _____ City: _____
 - State: _____ Zip: _____ Phone: (____) _____
 - GSESC has permission to publically acknowledge this donation.
5. Event /other donated for: _____
6. Recipient contact information:
 - If applicable:* Service Unit: _____ Troop #: _____ Leader: _____
 - Name: _____ Position: _____
 - Address: _____ City: _____
 - State: _____ Zip: _____ Phone: (____) _____
 - Anyone else involved in contribution: _____
7. Has a “thank you” been made? Yes No
 - If yes, what type of thank you? Card Letter Verbal
 - By whom: _____ When made: _____