

Rose Community Foundation

Giving in a Box

Meeting Two



Rose Community Foundation works to advance inclusive, engaged and equitable Greater Denver communities through values-driven philanthropy.

Steps:

1. Arrival and Opening Ceremony
2. Organizing Presentations
3. Event Planning
4. Money Earning Activity Guidelines

Purpose:

Learning about Rose Community Foundation and community giving equips youth with the understanding that they have the power to make a positive impact on their communities. Early exposure to philanthropy can inspire a lifelong commitment to helping others and addressing societal challenges. Additionally, it cultivates important skills such as collaboration, leadership, and financial literacy which can all be translated into Girl Scout Highest Awards. By learning about community giving, youth are empowered to become proactive, compassionate leaders of tomorrow.



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Step 1:

Arrival and
Opening Ceremony
(~10 minutes before
meeting starts)

Supplies:

- Paper
- Pencils

Meeting two will focus on the Girl Scouts presenting their organizations to the group. They will need to choose where and how the group will partner with the chosen organization.

Please note that depending on the number of Girl Scouts in your troop, you may need to schedule a planning meeting after this one to work on the volunteer hours or service project.

Warm-Up Activity:

As the Girl Scouts arrive, have them each take a piece of paper and pencil to answer the prompt: If you could change three things about the world, what would you change and why? As they finish writing, they can share with a neighbor and discuss each other's ideas.

Once all Girl Scouts have gathered, open the meeting with the Promise and Law.

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Step 2:

Organizing
Presentations
(~5 minutes per
Girl Scout)

Supplies:

- Flip Chart
- Paper
- Pencils

Welcome back! This is meeting two out of three. At the last meeting, we identified our shared values and selected a focus area. Between meetings everyone should have researched an organization within the focus area to nominate as a potential grantee.

Everyone will now have five minutes to share the information they gathered about the organization they would like to nominate. After each presentation, there will be 2-3 minutes for clarifying questions. We will have time at the end of all presentations for questions comparing all the organizations.

Each Girl Scout should take notes on each presentation. Once each Girl Scout has taken their turn presenting their organization, the group should take 5-10 minutes for all final questions.

Using a large flip chart, list all the organizations presented to use as a voting sheet. Hang it on the wall and allow the Girl Scouts to go up one at a time to vote for who they think they should support with the donation or volunteer hours. Each girl may vote twice to narrow the list down to the top three. From there, they need to discuss the top three options as a group before doing a final vote. For the final vote, every Girl Scout may vote once, and the majority wins.

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Step 3: Event Planning (~45 minutes)

Between this meeting and the last one, we have discussed our values as a group and what we want our giving focus to be. Now, we have used that information to choose an organization we would like to give our time or money to. The next step is choosing between volunteer hours or a service project

Supplies:

- Paper
- Pencil
- GSCO Money-Earning Guidelines (Included at end of document)

As we discuss how we would like to contribute to the chosen organization, let's keep in mind some important things:

- *What do you think you have time for outside of school/work/activities?*
- *Would a service project be feasible with this organization?*
- *What types of money-earning events has our troop had success with in the past?*

The Girl Scouts should now spend 10-15 minutes discussing the options of a money-earning event or a service project. Depending on the age of your troop, the adults may need to help with this portion, with the goal that everyone participates together as a group as best as possible.

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After the discussion, hold a vote. Once again, the majority will win. Have the Girl Scouts raise their hands for either a money- earning event or a service project.

Once they have voted on an event, they can use some of the guiding questions below to fully plan out their event. If needed, they may need to contact the organization to be given the organization's own guidelines on money donations or volunteer hours.

Additional GSCO money- earning event guidelines can be found on the following pages.

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Step 3: Event Planning (~45 minutes)

Supplies:

- Paper
- Pencil
- GSCO Money-Earning Guidelines (Included at end of document)

Money- Earning Event details to decide:

- Date, time, and location
- How you will be earning the money
- Craft selling, yard work, themed meal like a tea party, etc.
- List of participants
- Is there a starting cost to run the event?
- How does this organization accept donations?

Service Project details to decide:

- Date, time, and location
- List of participants
- What you will be doing
- How does this service project help your chosen organization and giving focus?

Now that we have our event planned, our next step is the fun part, running the event! The most important part of what we have been working towards with this series is giving back to our community. Once we have run this event, we will meet one more time to debrief and to work on communicating our gratitude to the organization for this opportunity to help.

The final meeting can be held after the service project or money- earning event are finished.

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Money-earning activities

GSCO members are required to follow all money-earning requirements set forth by GSCO, Girl Scouts of the USA (GSUSA), and any applicable local, state, or federal laws governing members of a 501(c)3 nonprofit organization.

Money-earning activity guidelines

General guidelines

- Girls must be involved in planning and implementing the project.
- Troop money-earning activities need to be suitable to the ages and abilities of the girls and consistent with the goals and principals of the Girl Scout program.
- 100 percent of proceeds from any money-earning activity must go to the troop and may not be split with any other organization or entity.
- Funds earned are not to be retained or used by individuals as their property.
- Only girl members can participate in money-earning activities, with appropriate adult supervision. Adults cannot earn money for or on behalf of Girl Scouts.
- Permission must be obtained from a Girl Scouts' caregiver before she participates in troop money-earning activities.
- Participation by Girl Scouts in money-earning activities must be voluntary.
- Safety is the top priority of any activity, and it is critical to ensure the safety of each participating girl. Compliance with Safety Activity Checkpoints is required, and Girl/Adult safety ratio guidelines must always be followed. Reminder Submit the Activity & Event Approval form at least 30 days before your money-earning activity.
- Girl Scouts should be able to understand and clearly explain why funds are being earned.
- Money-earning projects must take place within GSCO jurisdiction (within the state of Colorado).

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- Money- earning activities can only be held outside of council-sponsored product program dates. This includes both the Girl Scout Cookie Program and the Fall Product Program each year. Dates of the sales can be found on the GSCO website on the Volunteer Cookie Resources page and the Fall Product Program page.
- If there is an expectation that a troop will receive money in exchange for doing something for a person or organization, the activity is considered a money-earning project and not service.
- The money-earning activity must be limited to a defined time period and have a specific use for the funds, such as a community service project, activity or trip where additional funds are needed.
- Money-earning projects should not exceed what the troop needs to support its activities. The amount to be raised is determined by the previously prepared troop budget.

Games of chance

Lotteries, raffles, and other games of chance such as bingo, bunco, etc., are not allowed per IRS guidelines. Silent and live auctions are also not allowed.

Solicitation, donations, and fundraising

- Girl Scout policy does not allow direct solicitation of cash. If your troop is approached by an individual or organization who would like to make a monetary donation to you, please refer to the Troop Sponsorship Pass Through information included under the Receiving troop, group donations chapter of this guide.

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- Troops, service units, and individual Girl Scouts pursuing awards or program activity opportunities are prohibited from using crowd-funding websites, such as gofundme.com, kickstarter.com, indigogo.com, upstart.com and others that encourage income or contributions.
- Girl Scouts may not raise or solicit money for other organizations or participate in walkathons, telethons, or similar activities that raise funds for other organizations. However, girls may donate a portion of their troop treasury to organizations or projects they consider worthwhile. For Safety Activity Checkpoints Troops should refer to Safety Activity Checkpoints any time they are planning an activity for current safety, insurance, and council approval requirements, as well as planning resources. example, a Girl Scout troop cannot solicit pledges to take part in a walkathon for a nonprofit, but they can support the event by volunteering to prepare goody bags for participants, helping with registration, or passing out water at the event. They can also donate a portion of their troop proceeds from product program sales or troop money-earning projects.
- Girl Scouts are allowed to ask for and accept in-kind donations (donated physical items, goods, or services). See the In-kind donations section under Receiving troop, group donations chapter of this guide for more information.

Commercial products or businesses

- Product endorsement includes selling an item that appears to endorse a company, such as Mary Kay, Tupperware, Pampered Chef, Candle Lite, etc., and are not appropriate money-earning activities.

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- Girl Scouts are not allowed to invite people to a business to buy that business' product and receive a portion of the sales. However, they can set up a booth during the Girl Scout Cookie Program at a business to sell something other than what the business sells. Specifically, Girl Scouts should not sell discount cards or host restaurant nights; partnering with restaurants to hold fundraiser events from which a portion of the profits are donated back to the troop are not allowed.

Choosing a money-earning project

Keep in mind that money-earning projects are part of activity and trip planning, but not the primary goal of Girl Scouting.

Money-earning projects should incorporate the following:

- The Three Keys: Discover, Connect and Take Action
- Girls experience Girl-Led, Learning by Doing and Cooperative Learning
- Girls exercise and enhance their knowledge of the 5 Business Skills

Events as money-earning projects

Troops may hold a Girl Scout event or program for other local Girl Scouts as a money-earning project. The troop may choose to increase the registration fees over and above the actual cost, if the increase is relatively small and does not make the event unaffordable. A recommended profit margin is 20-30%.

All events that are a money-earning project for a troop or group must be reviewed and approved by GSCO staff. Before planning a money-earning project and at least 30 days before implementing it, the troop must submit an Activity & Event Approval form. Troops should be aware of any additional insurance requirements that may exist when hosting events open to the public or where people who are not Girl Scout members may attend or participate. Refer to Safety Activity Checkpoints for additional information.

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Examples of an event troops could host as a money earning project include:

- Badge workshops or Girl Scout celebrations such as World Thinking Day or a Juliette Gordon Low birthday party.
- Hold a themed car wash
- Making and selling arts and craft items
- Garage sales
- Gift wrapping
- Putting on a play/dance
- Parents' Night Out for Girl Scout members only
- Face painting at a community event
- Raking leaves
- Bake sales
- Make handmade cards for special occasions
- Walk pets
- Yard sales

Hosting a Girl Scout training as a money-earning project

If a troop or group is organizing a required Girl Scout training, such as Program Aide (PA) or Volunteer in Training (ViT), as a money-earning project, then the cost per girl should not exceed \$20. These trainings have a very minimal supply cost and should be easily accessible to every girl as it is required to earn their award. Submit all money earning activities to the Activity and Event Approval form at least 30 days before an event.

Troops interested in hosting trainings on other topics that are not required to complete one of these Girl Scout awards can set their own price point. An example would be if a troop is interested in hosting an outdoor skills training day for local Girl Scouts. The troop should consider their expenses and their goals when deciding what a fair registration fee would be for their event.

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Providing childcare as a money-earning project

By offering babysitting or childcare services as a troop money-earning activity, the time spent caring for the other children becomes a Girl Scout event and all safety standards outlined in Safety Activity Checkpoints must be followed.

No Girl Scout is allowed to be directly responsible for another youth member without approved GSCO adult volunteers present and adult to child safety ratios must be observed. This applies to all children present and not just the Girl Scout members. The age of the youngest child sets the standard for safety ratios for the entire event. This means that if the youngest child is in kindergarten or 1st grade (the grades for Girl Scout Daisies) then the event must have two adult volunteers for every 6 children and an additional adult volunteer for every 4 children.

It is recommended that if a troop wants to offer childcare services that they do so for Girl Scout members only or in connection to events that would have the children's caregivers remaining nearby for liability reasons. This would be an option if a troop wanted to provide childcare during a service unit meeting or in connection to another volunteer event. Permission slips and health forms would need to be provided for each child being cared for. Drop off events, activities where caregivers drop off their child and then leave the location, and must return later to collect their child, are strongly discouraged.

Additional insurance would be required for any child who is not a current member of Girl Scout. Insurance can be purchased through the Activity & Event Approval form.

Please note that GSCO does not promote general childcare events to other members as it is not a Girl Scout program opportunity.

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Food safety during money-earning projects

Troops, groups may be interested in hosting an event involving the distribution or sale of food. Examples of events involving the sale of food include bake sales, pancake breakfasts, and spaghetti dinners. Troops, groups should be aware of the Colorado Cottage Foods Act and should be advised of any additional local regulations by checking with their local health department.

Guidelines for selling merchandise

- Merchandise being sold by troops may not be commercially produced items that are purchased by the troop and resold for a profit. One way to avoid this is to ensure there is involvement by the girls in the creation or recreation of the products being sold. For example, troops could not purchase bulk candy and resell as candy but could use the candy to make a different product to sell.
- Garage sales are allowed as a money-earning project as the members of the troop are involved in collecting items and can do some additional clean up or repair to items to get them ready to sell.
- Troops must follow state and local laws regulating sales by minors, food handling, etc.
- All items are to be sold within the council's jurisdiction.
- May not involve fund-raising for any outside organization or company.
- May not involve solicitations, sales, advertising, or promotions for any outside organization or company.
- May not involve endorsements for any outside organization, company, or other entity.
- All Girl Scout marks, designs and materials are intellectual property of Girl Scouts of the USA. Only approved official licensees may use Girl Scout Brand assets. This means that Girl Scout troops are not allowed to create or sell merchandise that includes any Girl Scout mark without receiving written approval and a signed licensee agreement from GSUSA.

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Spending funds earned from money-earning projects

- All money raised or earned in the name of or to benefit of Girl Scouting must be authorized by GSCO and used for the purposes of Girl Scouting.
- All proceeds earned by Girl Scouts through the product program activities must support Girl Scout program experiences, such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations.
- All money earned is for troop Girl Scout activities and is not retained by or allocated to the individual Girl Scouts who participate in the money-earning activity.

