

# GIRL SCOUTS OF MIDDLE TENNESSEE

## PERMISSION TO CONDUCT A MONEY-EARNING PROJECT

Established troops cannot plan and/or conduct a money-earning project if they have not participated in the Girl Scout Cookie and Fall Product programs. New troops must plan to participate in the Girl Scout Cookie and next Fall Product programs.

### STEP-BY-STEP INSTRUCTIONS:

1. Read the Girl Scouts of Middle Tennessee's policies on money-earning projects on our website: Go to [www.gsmdtn.org](http://www.gsmdtn.org), click on Resources, Troop Finances then Troop Financial Policy.
2. Refer to the Managing Group Finances section in Volunteer Essentials.
3. Select a project based on Girl Scout guidelines and Girl Scouts of Middle Tennessee policies.
4. A list of council pre-approved projects is available in the Managing Group Finances section in Volunteer Essentials. These projects require service unit manager approval.
5. Money-earning projects not included in the afore mentioned list require submission of this form to the Girl Scouts of Middle Tennessee.
6. Do not proceed with the project until you have received a copy of the approved application signed by the appropriate person.
7. Keep a copy of the approved application.

### TROOP AND TROOP TREASURY INFORMATION:

Troop #: \_\_\_\_\_ Service unit #: \_\_\_\_\_

Grade Level (*check all that that apply*):  Brownie  Junior  Cadette  Senior  Ambassador

Leader's name: \_\_\_\_\_ Daytime phone: ( ) \_\_\_\_\_

Mailing address: \_\_\_\_\_

Street

City

State

Zip

E-mail: \_\_\_\_\_

Treasurer's name: \_\_\_\_\_ Daytime phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Amount of money now in troop treasury: \$ \_\_\_\_\_

Total amount troop needs for plans: \$ \_\_\_\_\_

Troop plans for money raised:

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Did troop participate in the most recent Girl Scout Cookie Program?

Yes, \$ \_\_\_\_\_ troop proceeds

No, when did your troop register? \_\_\_\_\_

If eligible did the troop participate in the most recent Fall Product Program?

Yes, \$ \_\_\_\_\_ troop proceeds

No, when did your troop register? \_\_\_\_\_

*Form continues on next page.*

## PERMISSION TO CONDUCT A MONEY-EARNING PROJECT CONT'D

### PROJECT DETAILS

Money earning project Date of event Estimated earnings

(Be specific; include the project name, description and locale).

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Detailed description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated total earnings: \$ \_\_\_\_\_

### Program goals

How have the girls been involved in planning this project?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What recognitions/awards will the girls be working on?

\_\_\_\_\_

\_\_\_\_\_

What are the potential benefits of this activity for the girls?

\_\_\_\_\_

\_\_\_\_\_

What resources (people, publications) have the girls used in planning this project?

\_\_\_\_\_

\_\_\_\_\_

### SIGNATURE AUTHORIZATION

Troop leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service unit manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SUBMISSION INSTRUCTIONS:

If you have selected a project from the list on our website: Resources, Troop Finances, Troop Financial Policy or from the Managing Group Finances section of Volunteer Essentials, then submit this form to your service unit manager for approval.

If your money-earning project is not included on the list, then send your form to the Girl Scouts of Middle Tennessee for approval at:

Girl Scouts of Middle Tennessee  
Attn: Money-Earning Project Approval  
4522 Granny White Pike  
Nashville, TN 37204  
Or you may fax to: (615) 297-6296

*Once we have received this form, allow at least one week for approval.*

*Revised June 2010*