



FUNDRAISING BY SERVICE UNIT REQUEST

Service unit name _____ Report code # _____ No. of girls _____

Service Unit Dir. or Finance Director _____ Telephone # (____) _____
(circle one)

Address _____ City _____ State _____ Zip _____

E-mail address _____

Request for approval of: *(check one)*

- Girl Scouts of Utah Family Campaign direct solicitation (attach list of local businesses and individuals for approval)*
- Girl Scouts of Utah Family Campaign event*
- Special fundraising non- Girl Scouts of Utah Family Campaign activity (reason funds needed _____)

PLEASE COMPLETE ALL THE FOLLOWING QUESTIONS:

Has your service unit reached your Girl Scouts of Utah Family Campaign goal? Yes No

Girl Scouts of Utah Family Campaign goal \$ _____

If no, how/when do you plan to reach Girl Scouts of Utah Family Campaign goal? _____

Description of planned event *(dinner, carnival, dance, etc.)*

Event date(s) _____ Time(s) _____ Place _____ Cost of admission, if any \$ _____

Who will be invited? _____ Estimated expenses \$ _____ Estimated profit \$ _____

*The event must be planned and presented by **ADULT GIRL SCOUT VOLUNTEERS**. Please list by name and phone number/email:

*An oral presentation/verbal appeal must be made at the event by an ADULT. Who will make this appeal?

(This person is welcome to contact the development director to discuss their presentation or request additional materials.)

**Please refer to the guidelines on the reverse side of this page*

Signature of Service Unit Finance Director

Date

Please return this form to your Girl Services Director

FOR OFFICE USE	
_____ <i>Signature of Development and Alumni Relations Director</i>	_____ <i>Date</i>
_____ <i>Signature of Girl Services Director</i>	_____ <i>Date</i>

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Service Unit Fundraising Guidelines

The focus of the Girl Scouts of Utah Family Campaign, with all members of our organization, is that everyone who makes a contribution becomes a valued member of the Girl Scouts of Utah family. A gift to the GSU Family Campaign translates into a gift for all Girl Scouts in Utah. Through such support, our girls are encouraged and empowered to build their courage, confidence, and character, to make the world a better place. Your role is crucial to this process and to Girl Scouting.

1. Consult *Volunteer Resource Guide*, GSU Policies, and *Safety-Wise* regarding events.
2. Funds are collected in the service unit and sent to the Council Resource Center (Girl Scouts of Utah Family Campaign, Juliette Low World Friendship Fund, cookie sale, etc.). The funds collected from Girl Scouts of Utah Family Campaign events/solicitations will be sent to the Council Resource Center. Sales tax paid totaling \$10 or more for purchases made in conjunction with a Girl Scouts of Utah Family Campaign event will be refunded per the original receipts attached to the evaluation form.
3. Service units may have fundraising events in addition to Girl Scouts of Utah Family Campaign events to help cover financial needs.
4. Service Unit Fundraising Request for Approval Form must be completed in and submitted to the Development Department 60 days prior to the fundraising activity (i.e., Girl Scouts of Utah Family Campaign direct solicitation, Girl Scouts of Utah Family Campaign event).
5. The Service Unit Fundraising Financial Report and Evaluation must be sent to the Council Resource Center, together with the receipts and total funds raised, within one month after an event is held or funds are received as a result of direct solicitation.
6. The planning and a substantial portion of the work on the event must be done by adults. Girls must never be directly involved in fundraising. This policy is in place to protect our girls and provide them with a safe environment for all Girl Scout related activities.
7. Service unit fundraising events/solicitations may not take place during the council cookie sale or in conflict with any other council or troop fundraising activity. Please contact us if you have any specific cases where this might not apply.
8. Permission will be granted to raise funds only to support planned programs.
9. Permission will not be granted for raffles, bingo parties, or similar events. This policy is in conjunction with GSUSA procedures (*Safety-Wise*) as well as state law in Utah.
10. In order to receive approval for a Girl Scouts of Utah Family Campaign event, an oral presentation/verbal appeal must be given during the event by an ADULT. This presentation should include a description of the Girl Scout program as it pertains to program activities, printed materials, etc. (Refer to *VRG*). You may contact the Development & Alumni Relations Department for assistance on this. In carnival-type environments, a display should be set up with someone to personally distribute Girl Scouts of Utah Family Campaign information and answer questions. Additional Girl Scouts of Utah Family Campaign materials for distribution and presentation are available at the Council Resource Center, such as posters, fact sheets, brochures, etc.
11. One adult must be assigned to accept and be accountable for contributions.

Note: If you have any questions or need assistance, please contact the Development & Alumni Relations Department.

Send Request for Approval forms to:
Development and Alumni Relations Director
Girl Scouts of Utah
P.O. Box 57280
Salt Lake City, UT 84157-0280