

**Definition:** *Donations can be cash or materials or services called “gifts in-kind” or “in-kind donations”.*

## **Things to know before requesting a donation**

- All volunteers soliciting donations of any kind must be authorized by the designated Fund Development staff to request and accept donations on behalf of Girl Scouts.
- To become authorized, volunteers must complete a “Donation Authorization Form” and include any attachments and turn it in to the service unit fund development coordinator for recommended approval. If there is no fund development coordinator, the form goes directly to council for approval. Once the FDC has signed off on this form it will be sent to the designated Fund Development staff for final approval (see page 7 of *Council Volunteer Policies and Procedures*). This form can be found on our Website ([www.girlscoutsosw.org](http://www.girlscoutsosw.org)) under “Forms & Publications” in the “Financial” section of forms.
- Financial forms must be completed before requesting a donation (see “Financial Statements” on page 8 of *Council Volunteer Policies and Procedures*). In addition, the troop/group/service unit or camp must have a valid bank account that meets Girl Scouts OSW guidelines (see “Bank Accounts” on page 7 of *Council Volunteer Policies and Procedures*).
- If a volunteer is planning to solicit multiple companies, please include a list of all companies on this form.
- If the volunteer plans to send a letter requesting a donation, please attach the letter to this form so that Fund Development staff can ensure consistency in Girl Scout language.
- If the volunteer works for a company who offers volunteer hour matching, please attach a copy of the volunteer hour match paperwork to this form.
- Once the “Donation Authorization Form” has been approved by the designated Fund Development staff, volunteers may receive in-kind donations directly from the donor.
- It is the volunteer’s responsibility to acknowledge in-kind donations valued at less than \$250. For in-kind receipts, please see “In-kind receipt form” on our website under “Financial Forms”.
- In-kind donations valued at \$250 or more may be accepted by volunteers but must be reported to council, giving a brief description of the item(s), donor name, address and any other contact information you may have, Fund Development will send a letter of acknowledgement to the donor.
- All cash donations of \$250 or more must be sent in to the Portland Service Center, checks must be made payable to Girl Scouts OSW. The designated Fund Development staff will process the checks and acknowledge the donor for their contribution. Fund Development will then submit a check request to the Finance department and a check will be sent to the volunteer within two weeks of approval.

## **Please Note**

- Cash and in-kind donations cannot be for the sole benefit of an individual.
- A girl cannot ask for a donation. Such asking is considered fund raising by Girl Scouts of the USA and according to *Safety-Wise*, only adults are allowed to fund raise. A girl can make a presentation to a business or organization about her service project and have an adult do the actual “ask”.
- Many companies and businesses provide matching dollars to volunteers for volunteer service or when they make a donation to a non-profit organization. These donations may be passed on to a troop/group/SU/camp, but the volunteer’s family may not personally benefit from the donation. As a result, please make sure that when you are filling out the “Donation Authorization Form”, it explicitly states the number of girls/adults that will benefit, the budget for the activity, and how you will raise other money to reach your goal.



# Donation Authorization

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The *Blue Book of Basic Documents* specifies that "All money raised, or earned, and other assets received in the name of and for the benefit of Girl Scouting must be authorized by a Girl Scout Council or Girl Scouts of the U.S.A. and used for the purposes of Girl Scouting. Such monies and other assets become the property of and

are administered by the Girl Scout Council or GSUSA. Such assets are not the property of individuals, geographic units, or communities within the Girl Scout Council."

Please be sure to read the instructions on the other side of this form and fill out the following to become authorized. If you have questions, contact the Fund Development Department at the Portland Service Center. (1-800-338-5248 or 503-977-6800) Thank you.

## Troop/Group/SU/Camp \_\_\_\_\_ Council Authorization \_\_\_\_\_

Name \_\_\_\_\_ Day phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Troop/Group # \_\_\_\_\_ # of Girls in Troop/Group \_\_\_\_\_ SU#/Camp \_\_\_\_\_

Describe the donation you are requesting approval of. If you are requesting approval to solicit in-kind donations, please describe items, provide an estimated dollar value. \_\_\_\_\_

\_\_\_\_\_

List of prospective donors (please attach additional page if more space is needed): \_\_\_\_\_

\_\_\_\_\_

How will the donation be used? \_\_\_\_\_

\_\_\_\_\_

How many girls/adults will benefit from the donation? \_\_\_\_\_ girls \_\_\_\_\_ adults

What is your total budget for the activity(s) listed above? \_\_\_\_\_

How will you raise additional funds (Product Sales, other money-earning activities, families, fees, etc.)? \_\_\_\_\_

\_\_\_\_\_

Was there girl planning involved? Please explain. \_\_\_\_\_

\_\_\_\_\_

Brief history of donations to troop/group/SU/camp. \_\_\_\_\_

\_\_\_\_\_

Name of corporation, if this is a matching gift for donations or volunteer hours. \_\_\_\_\_

\_\_\_\_\_

Please check if the following are accurate:

- Current financial report on file at council office
- Troop/group/SU/camp bank account meets GSOSW guidelines (per *Council Volunteer Policies and Procedures*)
- Request form or letter to corporation completed by volunteer attached (if applicable)
- Troop travel has been approved by the council (if applicable)

Where should the check be sent? \_\_\_\_\_

Who should the check be made out to? \_\_\_\_\_

### Pass Through Donations:

Signature \_\_\_\_\_ Date \_\_\_\_\_  I do /  I do not recommend  
Fund Development Coordinator

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Fund Development Staff