

## Donation Authorization Request Form Instructions

*Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*

**Donations include:** cash, materials, and services

It is important that troop/group/service unit needs to generate philanthropic support do not come into conflict with the needs of the broader council or the policies of GSUSA. For that reason these policies and procedures have been established.

### Things to know before requesting a donation

- All volunteers soliciting donations of any kind must be authorized by the designated Advancement staff to request and accept donations on behalf of Girl Scouts (see “Solicitation” in Council Policies and Standards).
- To become authorized, volunteers must complete a Donation Authorization Request Form and include any attachments and turn it in to the Community Development Manager for recommended approval. Once the CDM has signed off on this form, it will be sent to the designated Advancement staff for final approval. This form can be found on our website ([www.gssc-mm.org](http://www.gssc-mm.org)) under “Forms” in the “Finance and Management” section. A Donation Authorization Request Form must be submitted thirty (30) days before you would like to request a donation.
- If you intend to make multiple solicitations, you may submit a list of all individuals and corporations you intend to solicit along with a statement as to why you have selected these particular prospects.
- If the volunteer plans to send a letter requesting a donation, please attach the letter to this form so that Advancement staff can ensure consistency in Girl Scout language.
- If the volunteer works for a company that offers volunteer hour matching, please attach a copy of the volunteer hour match paperwork to this form.
- Once the Donation Authorization Request Form has been approved by the designated Advancement staff, volunteers may request and receive donations directly from the donor.
- In-kind donations (not cash) valued at \$100 or more should be reported to the council within 3 days of receipt. Provide a brief description of the item(s), donor name, address and any other contact information you may have. Advancement will send a letter of acknowledgement to the donor.
- All cash donations of \$100 or more must be sent in to the Greenville Service Center, checks must be made payable to Girl Scouts of South Carolina – Mountains to Midlands. The designated Advancement staff will process the checks and acknowledge the donor for their contribution. Advancement will then submit a check request to the Finance department and a check will be sent to the volunteer within two weeks of approval.
- It is the volunteer’s responsibility to acknowledge cash and in-kind donations valued at less than \$100. For receipts, please see the “Donation Receipt” form on our website under “Forms” in the “Finance and Management” section.

### Please Note

- Cash and in-kind donations cannot be for the sole benefit of an individual.
- **A girl may not ask for a donation.** Such soliciting is considered fundraising by Girl Scouts of the USA and according to GSUSA policy, only adults are allowed to fundraise. A girl can make a presentation to a business or organization about her service project and have an adult do the actual solicitation.
- Many companies and businesses provide matching dollars to volunteers for volunteer service or when they make a donation to a not-for-profit organization. These donations may be passed on to a troop/group/SU, 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 Request 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.

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 and fill out the following to become authorized. If you have questions, contact the Advancement Department at the Greenville Service Center. (1-800-849-4475 or 864-770-1400) Thank you.

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

Troop/Group # \_\_\_\_\_ # of Girls in Troop/Group \_\_\_\_\_ SU# \_\_\_\_\_  
Describe the donation for which you are requesting approval. If you are requesting approval to solicit in-kind donations, please describe items and provide an estimated dollar value.

List of prospective donors and *why you selected them* (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.

Name of corporation, if this is a matching gift for donations or volunteer hours. \_\_\_\_\_  
Please check if the following are accurate:

- Most recent year-end financial report on file at the council office
- Troop/group/SU bank account meets GSSC-MM guidelines (per Volunteer Essentials)
- Proposed gift request form or letter to corporation completed by volunteer attached (if applicable)
- If the purpose of the fundraising requires council approval, indicate that approval has been granted

Please indicate the address where the check should be sent:

Please indicate who the check should be made out to:

Signature \_\_\_\_\_ Date \_\_\_\_\_  I do  I do not recommend  
Community Development Manager

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Advancement Staff