



# Highest Awards

MONEY EARNING TOOLKIT

2021

As girls work to earn their Highest Awards, they may find that they need to earn money to help fund their projects. Using this toolkit will ensure that all money-earning guidelines are being followed correctly. Leaders and girls must ensure that they are following all money-earning guidelines and following Safety Activity Checkpoints for any related activities.

## What are the Highest Awards?

Every Girl Scout goes above and beyond to make a difference in her community and the greater world. The skills and experiences she gains along the way set her up for special recognition through the Gold, Silver, and Bronze Awards.



**Seniors and Ambassadors** don't just change the world for the better, they change it for good by tackling issues dear to their hearts while driving lasting change in their communities and beyond.



**Cadettes** flex their leadership muscles by doing research and taking action on issues of their choice. Through their commitment to their communities, girls gain confidence and skills that will catapult them to Gold Award success—all while creating positive change.



By taking action with others to improve their communities, **Juniors** gain important leadership skills and learn that even seemingly small actions can make a big impact.

Learn more about Girl Scout Highest Awards [here](#).

## In This Toolkit

- [Highest Awards Money Earning Checklist](#)
- [Frequently Asked Questions \(FAQs\) about Money Earning for Highest Awards](#)
- [Fundraising Page Setup for Gold Award Projects](#)

## Highest Awards Money Earning Checklist

**PLAN.** Girls should use the Award Guidelines for Bronze, Silver, or Gold as they design and make plans to implement their projects.

**BUDGET.** Girls will determine what supplies or money is needed to implement their Highest Award project. Leaders will work with girls pursuing Bronze and Silver to determine if additional funds are needed to fund their projects and submit any needed Money Earning Applications. Girls working on Gold will create a budget as part of their Gold Award proposal; once the Gold Award Committee approves a girl's Gold Award proposal the girl can then submit a Money Earning Application, if needed.

**PARTICIPATE.** To participate in additional money-earning activities, girls must participate in the Cookie Program by selling a minimum of 48 packages of cookies. If this presents a true hardship for any girl, please contact Customer Care at [customercare@hngirlscouts.org](mailto:customercare@hngirlscouts.org) to get connected to the Highest Awards Specialist.

**COMMUNICATE.** Each girl should be able to discuss her project and understand the root cause of an overall issue that is being addressed through her project. If permission to ask for funds or in-kind donations from others has been given, girls should present their project, but an adult must make the official ask for Bronze and Silver projects. Seniors and Ambassadors working on Gold projects are allowed to make the official ask themselves.

**REMEMBER.** Girl Scouts are not allowed to solicit donations for other organizations (this can affect our status as a non-profit organization), but they can raise money for their project if they are following all Money-Earning Guidelines and have received permission through the [Money Earning Application](#).

**REVIEW.** Be sure to review Money Earning for Highest Awards FAQs in this toolkit and the [Money Earning Activity Guidelines for Highest Awards at GSHNC](#) for all requirements and at-a-glance info.

## Have Questions?

Contact Customer Care at [customercare@hngirlscouts.org](mailto:customercare@hngirlscouts.org) or 704-731-6500 to connect with the Highest Awards Specialist for any money earning questions related to Highest Awards.

# Money Earning for Highest Awards FAQs

## **How long in advance should I submit a Money Earning Application?**

Money Earning Applications should be submitted at least 30 days in advance of the activity you would like to do. Any girl working on Gold should have received permission from the Gold Award Committee to implement her project before submitting her Money Earning Application; contact Customer Care at [customercare@hngirlscouts.org](mailto:customercare@hngirlscouts.org) for any concerns.

## **Who submits the Money Earning Application?**

The Troop Leader is responsible for submitting Money Earning Applications for Bronze or Silver projects. The girl is responsible for submitting the Money Earning Application for Gold projects.

## **What are examples of when a Money Earning Application should be submitted?**

Submit it any time you want to earn or make an official ask for money or goods to fund your Highest Award project. Examples include:

- If you are going to make an official ask (such as when you want to go before a church congregation to present a project plan and ask for donations).
- If you would like to plan an activity to earn money (car wash, bake sale, etc.)
- If you would like to ask for in-kind donations.

## **What are in-kind donations?**

An in-kind donation is a donation of goods or services rather than cash (an example would be a store donating paint or other supplies for a project).

## **Are there times that I don't need to submit a Money Earning Application?**

You do not need to submit a money-earning application:

- If you are using your own personal funds.
- If family or friends offer to donate (when you are not doing an official ask for donations).
- For money your troop decides to donate from funds earned from the Cookie Program or Fall Sale Program.

## **What type of money-earning activities will NOT be approved?**

- Product demonstration parties/in-home product parties will not be approved.
- Games of chance (such as raffles, contests, or bingo games) will not be approved.
- Any partnerships with businesses who want to use the Girl Scout trademark will not be approved. Girls may not sell commercial products. Note: Girls working on Gold Award projects may apply to partner with a business to earn money, but will not be allowed to use the Girl Scout trademark, and specific guidelines must be followed if the money-earning activity is approved.

## **Are there any blackout periods for girls who want to earn additional funds for Highest Awards?**

There are no blackout periods, but no door-to-door selling is allowed during the Treats & Reads Fall Sale Program or during the Cookie Sale Program.



## FAQs, continued

### **Does a girl need to participate in the Cookie Program to earn a Highest Award?**

Only if she needs to raise additional funds for her project. If so, she must participate in the Cookie Program by selling a minimum of 48 packages of cookies. If this presents a true hardship for any girl, please email Customer Care at [customercare@hngirlscouts.org](mailto:customercare@hngirlscouts.org).

### **Does a girl need to participate in the Fall Sale Program to earn a Highest Award?**

No. There is no fall sale requirement for Highest Awards money-earning activities, but we do encourage the girls to participate!

### **Am I allowed to apply for a grant for my Highest Award project?**

At the council's discretion, girls may apply for grants for Gold Award Projects. Please email the Development Office at [development@hngirlscouts.org](mailto:development@hngirlscouts.org) for more information.

### **What about Crowdfunding activities?**

Girls are not allowed to crowdfund for their Bronze or Silver projects. GSUSA allows crowdfunding for girls working on Gold, but girls will need to complete the Money Earning Application first and may only use platforms recommended by Girl Scouts, Hornets' Nest Council if girls determine that crowdfunding is the best option to raise money to support their projects.

### **How should money be handled?**

All money must go through an approved Troop bank account. In the case of Juliette Girl Scouts, the money should pass through an approved Service Unit bank account; please email Customer Care at [customercare@hngirlscouts.org](mailto:customercare@hngirlscouts.org) if you need assistance with this.

### **What if a donor needs a receipt?**

Donations of \$250+ will need to go through the Girl Scouts, Hornets' Nest Council office and donors will automatically receive a receipt. Donors who donate less than \$250.00 can request a receipt by Contacting the Development Office at [development@hngirlscouts.org](mailto:development@hngirlscouts.org). Donors can mail checks (payable to GSHNC) or donate online, but they must indicate "Highest Award Project - Girl Name - Troop #" otherwise, the council office will think that it is a general donation for Hornets' Nest Council rather than a donation that needs to go back to the troop for the girl's project. Contact Customer Care at [customercare@hngirlscouts.org](mailto:customercare@hngirlscouts.org) or 704-731-6500 if you have further questions about receipts.

### **How much money can I raise for my project?**

You should only raise the amount of money needed for any Highest Award Project so that you break even, meaning that your income matches your expenses. All proceeds raised in excess of project cost will go to support the mission of GSHNC. Contact Customer Care at [customercare@hngirlscouts.org](mailto:customercare@hngirlscouts.org) for questions.

# Gold Award Girl Scouts

## FUNDRAISING PAGE SET UP

Fundraising Page Setup for Gold Award Projects Only.  
Remember to submit the Money Earning Application to get approval before beginning.

1

### **CHOOSE A GOAL BASED ON YOUR PROPOSED BUDGET SUBMITTED ON YOUR GOLD AWARD PROPOSAL.**

When looking at your proposed budget, only include expenses that are not already covered by other funding sources. Remember that you should break even; you should not end up with extra money at the end of your project. *All proceeds raised in excess of project cost will go to support the mission of GSHNC.*

2

### **LOG INTO THE GSHNC GOLD AWARD GIRL CAMPAIGN.**

Go to <https://gold-award-girl-projects-06309.causevox.com/>. Click “Join the Campaign” in the lower right corner.

3

### **ADD PROFILE PICTURE AND NAME.**

Upload a photo of yourself or keep logo. Add your first and last name then click “continue”.

4

### **SET UP FUNDRAISING PAGE.**

Add your display name (first and last name). Add goal amount (the amount of money still needed to raise for your project). Click “continue”.

5

### **WRITE FUNDRAISING APPEAL.**

State your root cause and your plan to address the root cause. Include a brief project description and an overall goal for the impact you hope to make.

6

### **CONTINUE TO SPREAD THE WORD.**

Check out your shareable options here. Click “Done go to the Dashboard”.

7

### **SHARE LINK WITH FAMILY AND FRIENDS.**