

## **Service Unit and Troop Fundraising and Donation Acceptance Policy**

Volunteers and girl members are not permitted to engage in fundraisers unless they receive prior written approval from our Council. This includes, but is not limited to, grant writing or restaurant nights. Cash collections in any form are never permitted (e.g. change buckets at intersections, cash from “wishing wells,” etc.)

To request the Council’s review and approval for a fundraiser, the volunteer and/or girl member shall send a written request to our Council’s Troop Support Staff which includes a description of the fundraiser, the purpose of the fundraiser and time frame in which the monies raised will be used by the troop or Service Unit. The Council will approve or reject the request within 3 business days after receipt of written request for approval and shall notify the requesting party in writing.

Cash donations may be designated to a troop or Service Unit. For a donor to receive written acknowledgement for tax purposes, our Council must first process the donation and a check will then be sent by our Council to the troop. For donations greater than \$250, the gifts must be processed first by our Council and then will be passed through to the designated troop or Service Unit per IRS tax guidelines. All donations greater than \$250 will be assessed a 10% administrative fee to facilitate the gift processing and bookkeeping.

All gifts through corporations that match gifts or give cash gifts in support of employees’ volunteer hours must first be sent to our Council and then will be directed to a designated troop or Service Unit, if that was the donor/volunteer’s intention.

Effective December 13, 2016, troops or Service Units may not receive pass through donations via any federated giving program like the United Way or Combined Federal Campaign.

Board of Director Approved December 13, 2016