



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

ASSOCIATION/ SERVICE UNIT TREASURER HOME STUDY



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**After reading this packet,
and before completing the Evaluation,
read the Association/Service Unit Financial Guidelines
(included in this packet).**





Custodial Account

- Associations and Service Unit funds must be placed in a bank account.
- The purpose of the custodial account is not to build a reserve. It is to provide an authorized method for collecting and disbursing funds needed to implement the annual plan of work for which a budget has been established

So how do you do it? All of the policies & procedures for Custodial Accounts are outlined for you on page 4 of the *Association/Service Unit Financial Guidelines*.

A few things to remember:

- The money is not yours; it belongs to the Girl Scouts. As such, it is the Association/Service Unit that makes the decision on how to spend the funds.
- Custodial accounts must bear the name of *Girl Scout Council of Orange County, Name of Association or Service Unit*.
- Establish a group of three (3) or more signers, one of which is the Association or Service Unit Treasurers. All three signers must:
 - Be a registered Girl Scout.
 - Have passed the volunteer application process.
 - Be unrelated to each other (by blood or marriage).
- **Do not sign, or have another authorized signer sign, several of blank checks. Plan ahead and have the other signer only sign those checks that are already filled out.**
- Association/Service Unit Bank Authority Form must be completed and the original needs to be forwarded to the Council.
 - Each time the authorized signatures are changed, a new original Association/Service Unit Bank Authority Form must be completed and forwarded to the Council.
 - Also, follow the necessary bank processes to change the signers on the account. This is part of transitioning out of the Treasurer position.
 - A copy of this form can be found on page 6 of the *Association/Service Unit Financial Guidelines*.
- If at the end of the year the custodial account has earned interest of \$10 or more, the Treasurer will receive a 1099 INT form from the bank. It is very important that the 1099 form be forwarded immediately to the GSCOC Accounting Department.
- Checkbooks, bank statements, canceled checks, records, receipts, etc. should remain with the Association or Service Unit Treasurer.
 - When depositing funds, remember that a duplicate deposit slip must be retained for record keeping.

Communication with Association/Service Unit

- Be sure to keep the Association/Service Unit informed. The money belongs to the Girl Scouts and they are the ones that make the decision on how to spend the funds.
- At meetings report the current balance in the bank and upcoming events that will add to or come out of the account balance.
- Make the budget available to any Association /Service Unit volunteer that would like to see it.

Association/Service Unit Annual Financial Report

- The Association/Service Unit Annual Financial Report for all accounts held by a Service Unit or an Association must be submitted to the Girl Scout Council of Orange County no later than January 15.
- A copy of the latest bank statement must accompany the report. This report will cover the period January 1 to December 31 of the previous year.
- A copy of this form can be found on page 7 of the *Association/Service Unit Financial Guidelines*.

Budget and Allocation Requests

- The Association/Service Unit Treasurer prepares the budget, in partnership with the Service Unit Manager (if applicable) and Volunteer Support Specialist.
 - Budgets should include meeting expenses, recognitions, events, publicity, and all other costs or revenue anticipated throughout the year.
 - Part of maintaining the budget, is tracking all expenditures and revenue, including receipts, invoices, etc.
- Once the budget is completed, the Association/Service Unit Treasurer completes the Allocation Request, in partnership with the Service Unit Manager (if applicable) and Volunteer Support Specialist.
 - Association allocation requests may include some meeting expenses, Association recognitions and public visibility.
 - Service Unit allocation requests may include such activities as workshop supplies, monthly meetings, and recognitions.
- The Allocation Request Forms are found on page 10 (Association) and page 11 (Service Unit) of the *Association/Service Unit Financial Guidelines*.
- These forms are submitted to the Volunteer Support Manager through the Volunteer Support Specialist by January 15 of each year.
- After review notification of the actual allocation amount granted occurs in January.
- Allocation disbursement checks are mailed during the month of March.

Fundraising

- Funding needs are met through the Allocation Request (previously addressed), and through program fees to cover the cost of Girl Scout events.
- Associations/Service Units may request permission from the CEO or designee to participate in certain community (city) sponsored events such as a fair or festival in which organizations have been invited to have a fund-raising activity.
- The Application for Permission for Association/Service Unit Fund-Raising Project can be found on page 12 of the *Association/Service Unit Financial Guidelines* and must be submitted at least two (2) months prior to the event.
- Following the event, no more than five (5) days, the Evaluation of Association/Service Unit Money-Earning Project must be submitted to GSCOC. This form can be found on page 13 of the *Association/Service Unit Financial Guidelines*.

Association/Service Unit Events

- All money for an event should be deposited in the Association/Service Unit custodial account.
 - This deposit may be made by the Association/Service Unit Treasurer, Event Coordinator or Registrar for the event.
 - A duplicate deposit slip must be forwarded to the Association/Service Unit Treasurer to retain for record keeping.
- Disbursements are made from the account as required for event expenses.
 - All bills must be forwarded to the Association/Service Unit Treasurer for payment.
 - Receipts or invoices must be presented to the Treasurer for reimbursement.
 - When monies are advanced to an Event Coordinator, the original receipts for expenditures and any unused monies must be returned to the Association/Service Unit Treasurer immediately following the event.
- The Association/Service Unit Treasurer should account for funds by maintaining a general ledger with each item of income and expense, and a ledger page for each event.
- Event Chairs are responsible for submitting all receipts and the balance of money to the Association or Service Unit Treasurer within two (2) weeks following the event together with a copy of the Event Financial Report.
 - Reports for Service Unit events are submitted to the Service Unit Manager.
 - Reports for Association events are submitted to the Volunteer Support Specialist and Association Treasurer.

Product Sale Certificates

- One of the incentives for girls during the Fall Product Sale and Cookie Sale is the Product Sale Certificate.
- These certificates can be used for Service Unit, Association, and Council events, as well as in the GSCOC Shop and for destinations.
- If you receive Product Sale Certificates, signed by the girl(s), for part of an event registration:
 - Complete the Product Sale Certificate Reimbursement Form (available on the Volunteer Network).
 - Attach the signed Product Sale Certificates.
 - Submit the form to the GSCOC Product Sale Department for your reimbursement.



Donations

- Service Units and Associations may not solicit goods or money from corporations, businesses or individuals,
- There are times, however, when individuals within the Service Unit or Association are approached by various people who ask about the Girl Scout program and local activities and inquire how they might help.
 - It is permissible for Service Unit/Association representatives to state that donations of funds or in-kind gifts would be very helpful.
 - If the Service Unit or Association receives such a donation, complete the Donation Report (found on page 16 of the *Association/Service Unit Financial Guidelines*) and forward to GSCOC (a formal receipt and thank you will also be sent by GSCOC).
- Service Units or Associations may not, however, accept donations from merchants in exchange for Girl Scout endorsement of their products.
- Remember, the key is unsolicited funds or in-kind gifts.

If you have any additional questions, please contact your Volunteer Support Specialist!



**Remember, before completing the Evaluation,
read the *Association/Service Unit Financial Guidelines*
(included in this packet).**



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ASSOCIATION/SERVICE UNIT

FINANCIAL GUIDELINES

GIRL SCOUT COUNCIL OF ORANGE COUNTY

September 2008





ASSOCIATION/SERVICE UNIT FINANCIAL GUIDELINES

These financial guidelines are provided as a supplement to the Girl Scout Council of Orange County Policies and Standards. They are to provide for the orderly safeguarding of monies administered by the Association or Service Unit.

1. Custodial Accounts

Associations and Service Unit funds must be placed in a bank account. See GSCOC Policies and Standards under Banking page 3.

The purpose of the custodial account is not to build a reserve. It is to provide an authorized method for collecting and disbursing funds needed by the Association or Service Unit to implement its annual plan of work for which a budget has been established.

2. Association/Service Unit Annual Financial Report

The Association/Service Unit Annual Financial Report form (page 7) must be completed and filed with Council by January 15 of each year to cover the period January 1 through December 31 of previous year.

3. Fund-Raising

Funding needs of Associations and Service Units are met through the Annual Allocation as discussed in item 4 below, and through program fees to cover the cost of Girl Scout events.

Members of the Associations and Service Units do not otherwise engage in fund-raising with one exception (GSCOC Policies and Standards). An Association or Service Unit may request permission from the CEO or designee to participate in certain community (city) sponsored events such as a fair or festival in which organizations have been invited to have a fund-raising activity. Requests for such fund-raising activities **must** be submitted not less than two (2) months in advance. See Application for Permission for Association/Service Unit Fund-Raising Project on page 12.

4. Budget and Allocation Request

Association

The Association's Treasurer, in partnership with the Volunteer Support Specialist, prepares the budget and Association Allocation request form on page 10. These forms are submitted to the Volunteer Support Manager through the Volunteer Support Specialist by January 15 of each year.

After review, the Volunteer Support Specialist notifies the Association Treasurer of the actual allocation amount granted in January. If the allocation received is less than requested, adjustments may be necessary to the estimated budget. See details on use of Association allocation on page 9.



Service Unit

The Service Unit Manager and Service Unit Treasurer, in partnership with the Volunteer Support Specialist, prepare the budget and Service Unit Allocation request form on page 11. The allocation request is submitted to Council through the Volunteer Support Specialist by January 15 of each year.

After review, the Service Unit Manager will be notified of the actual allocation amount granted in January. If the allocation received is less than requested, adjustments may be necessary to the estimated budget. See page 9 for details on use of Service Unit allocation.

5. **Use of Association and Service Unit Custodial Accounts for Association and Service Unit Events**

All money for an event should be deposited in the Association or Service Unit custodial account. Disbursements are made from the account as required for event expenses.

An event financial report is prepared at the conclusion of each event. Reports for Service Unit events are submitted to the Service Unit Manager. Reports for Association events are submitted to the Volunteer Support Specialist and Association Treasurer.



POLICIES AND PROCEDURES FOR CUSTODIAL ACCOUNTS

1. All Association and Service Unit funds **must** be placed in a bank account.
2. All custodial accounts **must** bear the name of **Girl Scout Council of Orange County, Name of Association or Service Unit**.
3. The Council Tax Identification number is 95-2023244.
4. Establish a group of three (3) or more signers. Association or Service Unit Treasurers must be one of the three or more authorized signers as the responsible manager of the custodial account. All adults acting as Treasurer, handling bank accounts/records, writing or signing checks or otherwise handling money **must** be a registered Girl Scout and have passed the volunteer application process (**GSCOC Policies and Standards**).
5. All expenses are to be paid by check. **Withdrawal** of funds from bank accounts must be made on **two** unrelated authorized adult signatures.
6. An original of the Association/Service Unit Bank Authority Form **must** be completed and forwarded to the Council.
7. Each time the authorized signatures are changed, a new original Association/Service Unit Bank Authority Form must be completed and forwarded to the Council.
8. The Association/Service Unit Annual Financial Report for all accounts held by a Service Unit or an Association must be submitted to the Girl Scout Council of Orange County no later than January 15. A copy of the latest bank statement must accompany the report. This report will cover the period January 1 to December 31 of the previous year. See form on page 7.
9. If at the end of the year the custodial account has earned interest of \$10 or more, the Association or Service Unit Treasurer will receive a 1099 INT form from the bank. It is very important that the 1099 form be forwarded immediately to the Girl Scout Council of Orange County, 9500 Toledo Way, Irvine, CA 92618, and Attention: Accounting Department.
10. Checkbooks, bank statements, canceled checks, records, receipts, etc. should remain with the Association or Service Unit Treasurer.
11. California law governing non-profit charitable corporations must be followed. If it is determined that the Association or Service Unit is not following the controls or procedures established for use of a custodial account, or if there is mismanagement of the account, the account will be closed and the balance in the account will be forwarded to the Council Accounting Department. Restoration of the custodial account will be made when a new Treasurer is named for the Association or Service Unit.



GUIDELINES FOR USE OF CUSTODIAL ACCOUNT FOR ASSOCIATION OR SERVICE UNIT EVENTS

Registration for Event

1. All money for an event must be deposited in the Association or Service Unit custodial account. This deposit may be made by the Association or Service Unit Treasurer, Event Coordinator or Registrar for the event.
2. A duplicate deposit slip must be forwarded to the Association or Service Unit Treasurer.

Withdrawing Funds for the Event

1. All bills for such items as site fee, patches, etc. must be forwarded to the Association or Service Unit Treasurer for payment.
2. Receipts or invoices must be presented to the Treasurer for reimbursement.
3. When monies are advanced to an Event Coordinator, the original receipts for expenditures and any unused monies **must** be returned to the Association or Service Unit Treasurer.

Accounting for Funds

1. The Association or Service Unit Treasurer should account for funds by maintaining a general ledger with each item of income and expense, and a ledger page for each event.
2. Event Chairs are responsible for submitting all receipts and the balance of money to the Association or Service Unit Treasurer within two (2) weeks following the event together with a copy of the Event Financial Report.
3. Recommendations and decisions regarding the use of any excess funds should be approved by members of the Association or Service Unit in consultation with the Volunteer Support Specialist.
4. Funds that have not been designated are to remain in the custodial account and applied toward the following year's plan of work.



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ASSOCIATION/SERVICE UNIT BANK AUTHORITY FORM

This form must be an original with 3 or more signatures

Date _____

Association _____

Service Unit _____

To: _____
(Name of Bank)

(Bank address - street number, city, zip code)

Branch Phone Number _____

Re: GIRL SCOUT COUNCIL OF ORANGE COUNTY

(Association or Service Unit)

Checking Account # _____ Interest Bearing: Yes _____ No _____

Savings Account # _____

This is your authority to release the balance of this account to:

GIRL SCOUT COUNCIL OF ORANGE COUNTY
9500 Toledo Way
Irvine, CA 92618

SIGNATURES AND PHONE NUMBERS OF ALL PERSONS AUTHORIZED TO SIGN CHECKS OR WITHDRAW ALL PERSONS AUTHORIZED TO SIGN CHECKS: (All checks require two signatures. Must be non-related individuals.)

Signature of Treasurer _____ Please Print Name _____ Phone No. _____

Signature _____ Please Print Name _____ Phone No. _____

Signature _____ Please Print Name _____ Phone No. _____

Signature _____ Please Print Name _____ Phone No. _____

Signature _____ Please Print Name _____ Phone No. _____



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ASSOCIATION/SERVICE UNIT – ANNUAL FINANCIAL REPORT

Association _____ Service Unit _____

Bank Account # _____ Bank Name _____

Bank Address _____

Beginning Balance – January 1, 20 _____ \$ _____

INCOME

Registration (National Dues) \$ _____

Family Annual Giving Campaign _____

Day Camp _____

Events (attach list) _____

Equipment Rental _____

Allocation _____

Other (itemize) _____

Total Income – January 1 - December 31 \$ _____

Total Funds Available (Beginning balance plus total income) \$ _____

EXPENDITURES

FROM ALLOCATION

TOTAL

Registration \$ _____

Family Annual Giving Campaign \$ _____

Day Camp \$ _____

Events (attach list) \$ _____

Equipment \$ _____

Meeting Expenses \$ _____

Recognitions \$ _____

Workshop Supplies \$ _____

Other (please itemize) _____

_____ \$ _____

_____ \$ _____

TOTAL ALLOCATION USED \$ _____

TOTAL EXPENDITURES \$ _____

BALANCE ON HAND DECEMBER 31, 20 _____ \$ _____

Proposed use of balance on hand: _____

_____ Phone _____

(Signature of Treasurer/person preparing report)

_____ Phone _____

(Signature of Volunteer Support Specialist or Service Unit Manager)

Send one copy to GSCOC Headquarters through the Volunteer Support Specialist by January 15. Retain one copy for Association or Service Unit records. A copy of the latest bank statement must accompany the report.



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EVENT FINANCIAL REPORT

Association _____ Service Unit (s) _____

Event Name _____ Date _____

Prepared by _____ Date _____

Position _____ Phone _____

Note: Attach receipts. Return to Association or Service Unit Treasurer. Submit one copy to Volunteer Support Specialist.

ITEMS	BUDGET EXPENSES	ACTUAL EXPENSES
Site Rental Fee		
Printing		
Program Supplies		
Food		
Office Supplies/Postage		
Patches		
Housekeeping Supplies		
Recognitions		
Sanitation		
Other		
Other		
Other		
Contingency		
TOTAL EXPENSES:		

	BUDGET INCOME	ACTUAL INCOME
Balance Forward		
Participant Fee # girls @ \$ _____		
Adult Fee # adults @ \$ _____		
TOTAL INCOME:		
PROFIT (LOSS)		

OFFICE SUPPLIES NEEDED: _____ Paper (ream 500 sheets) _____ Stamps _____ Envelopes



USE OF ALLOCATION

1. **Association** allocation requests may include some meeting expenses, Association recognitions and public visibility.
2. **Service Unit** allocation requests may include such activities as workshop supplies, monthly meetings, and recognitions. Service Unit Managers and Teams are encouraged to consider meaningful but **low cost** recognitions.
3. **Disbursement of Allocation:**

Associations and Service Units that have submitted an allocation request and the request has been approved, will receive a check for the approved amount during the month of March. The Association or Service Unit Treasurer will be responsible for keeping track and retaining all receipts that are used for budgeted allocation expenses. The Association/Service Unit Annual Financial Report will require that budgeted expenses be accounted for in the expenditure section.

If the entire amount of your allocation is not spent, the amount remaining will be deducted from the following year's allocation disbursement.



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Association Allocation Request

This request is to be submitted to the Volunteer Support Specialist by January 15.

Date _____

Association _____ No. of Service Units _____

Association Treasurer _____ Phone _____

Address _____

E-mail _____

Person Preparing Request _____ Position _____

Allocation last year \$ _____ Association Bank Account Balance \$ _____*

(must be included)

*** For Association account balances over \$500.00, please attach a plan of work for using the funds during the current year.**

FOR THE PERIOD BEGINNING JANUARY 1 AND ENDING DECEMBER 31, 20_____

EXPENSES	ITEM	AMOUNT
Association Meeting Expenses (\$25 year max.) (for copies, agendas, supplies)		\$ _____
Association Recognitions (For volunteers and community people other than Event Chairs)		\$ _____
Association Gold or Silver Award Ceremony (Attach budget worksheet)		\$ _____
Community Visibility** (Such as parades, information booths) (Please itemize)		\$ _____
_____		\$ _____
Other (Please itemize)		\$ _____
_____		\$ _____
	TOTAL REQUESTED	\$ _____
Realistic Estimate of Supply Needs		
Reams of paper	_____	
Stamps	_____	
Envelopes	_____	
Postcards	_____	

** Community Organization Memberships, i.e. Coordinating Councils, Chambers of Commerce, etc. are covered outside this budget.



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Service Unit Allocation Request

This request must be submitted to the Volunteer Support Specialist by January 15th.

Service Unit _____ Date _____

Service Unit Manager _____ Phone _____

Address & Email _____

Service Unit Treasurer _____ Phone _____

Address & Email _____

Person Preparing Request _____ Position _____

Allocation last year \$ _____ Service Unit Bank Account Balance \$ _____
(must be included)

*** For Service Unit account balances over \$400.00, please attach a plan of work for using the funds during the current year**

Previous year number of troops _____ Projected number of troops _____

FOR THE PERIOD BEGINNING JANUARY 1 AND ENDING DECEMBER 31, 200_____

EXPENSES:	ITEM	AMOUNT
	Service Unit Meeting Expenses (\$100/yr max) (for copies, agendas, newsletters, ink cartridges, office supplies)	\$ _____
	Recognitions (per year) \$4 X _____ (number of troops)	\$ _____
	\$2 X _____ (number of team members)	\$ _____
	Workshop Supplies (\$30/yr max)	\$ _____
	Other (please itemize)	\$ _____
	TOTAL REQUESTED	\$ _____

Realistic Estimate of Supply needs

Reams of Paper _____
 Stamps _____
 Envelopes _____
 Postcards _____



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APPLICATION FOR PERMISSION FOR ASSOCIATION/SERVICE UNIT FUND RAISING PROJECT

PLEASE NOTE: Review thoroughly all sections of Policies and Standards which refer to money-earning and custodial accounts. Submit this request to the Fund Development Department not less than two (2) months prior to the event and before any commitment of funds.

Date: _____

Association _____ Service Unit _____

Chair _____ Phone _____

Address/City/Zip _____ Email _____

Type of Event _____

Sponsor _____

Date of Event _____ Hours _____

Location _____

Use of Proceeds _____

Number of Girls : Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ AMB _____

Number of Adults Participating: _____

Approximate Cost: \$ _____ Estimated Profit: \$ _____

Other Pertinent Details _____

MAIL TO: Girl Scout Council of Orange County
Fund Development
9500 Toledo Way
Irvine, CA 92618

Approved ____ Date _____ Disapproved ____ Date _____

Signature _____

If disapproved, reasons: _____



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**EVALUATION OF ASSOCIATION/SERVICE UNIT
MONEY-EARNING PROJECT**

Date of Report _____

Association _____ Service Unit _____

Chair _____ Phone _____

E-Mail _____

Type of Event _____

Sponsor _____

Date _____ Hours _____

Location _____

Total Amount Received from Project \$ _____

Project Expenses \$ _____

Net Received from Project \$ _____

Number of Girls: Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ AMB _____

Number of Adults Participating _____

Did you have good community participation? _____

Other comments: _____

=====

MAIL WITHIN FIVE (5) DAYS AFTER COMPLETION OF PROJECT TO:

Girl Scout Council of Orange County
Fund Development Department
9500 Toledo Way
Irvine, CA 92618



DONATIONS AND GIFTS TO SERVICE UNITS/ASSOCIATIONS

Service Units and Associations may not solicit goods or money from corporations, businesses or individuals, (See GSCOC Policies and Standards).

There are times, however, when individuals within the Service Unit or Association are approached by local merchants, service clubs, or private individuals who ask about the Girl Scout program and local activities and inquire how they might help. It is permissible for Service Unit/Association representatives to state that donations of funds or in-kind gifts would be very helpful. For example, funds or in-kind donations could be used to help offset the cost of a particular event, could provide materials for a service project, or help sponsor girls who need financial assistance to participate in an event. Donations such as these are acceptable.

A relative or friend of a girl in the Service Unit or Association may work for a local company that makes direct donations to non-profit organizations in the community for which their employees volunteer. For example, they may be willing to provide funds to help underwrite the cost of an event, purchase equipment or supplies for a day camp, or provide in-kind donations such as soft drinks or paper goods for an event. If an employee has designated the Girl Scout Service Unit or Association as the recipient of such a donation, it can be accepted.

If the Service Unit or Association receives such a donation, complete the attached form and forward to GSCOC since the Council is required to keep track of such gifts.

Service Units or Associations may not, however, accept donations from merchants in exchange for Girl Scout endorsement of their products.

Remember, the key is unsolicited funds or in-kind gifts. All appropriate donations should be graciously acknowledged by the recipients. A formal receipt and thank you will also be sent by GSCOC.



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DONACIONES Y REGALOS A LA UNIDAD DE SERVICIO/ASOCIACIONES

Las Unidades de Servicio y las Asociaciones no deben solicitar mercancía o dinero de corporaciones, negocios o individuos. (Vea Políticas y Normas de Girl Scouts del Condado de Orange)

A veces, comerciantes de la localidad, clubs de servicio, o individuos privados le preguntan a individuos dentro de la Unidad de Servicio o Asociación, de qué manera pueden ayudar al programa de Girl Scouts o actividades locales. En este caso le es permisible a los representantes de la Unidad de Servicio/Asociaciones decir que la donación de fondos o regalos (productos o servicios de la compañía) sería de gran ayuda. Por ejemplo, los fondos o regalos pueden usarse para ayudar a pagar el costo de un evento en particular, proveer materiales para un proyecto de servicio o ayudar a niñas que necesitan ayuda financiera para participar en un evento. Donaciones como éstas son aceptables.

Un pariente o amigo de alguna niña en la Unidad de Servicio o Asociación puede que trabaje para una compañía local que hace donaciones directas a organizaciones no lucrativas, para las cuales el empleado es voluntario. Por ejemplo, puede que quieran proveer los fondos para algún evento, comprar equipo o materiales para campamentos de día o proveer donaciones tales como refrescos, platos y/o vasos de cartón. Si el empleado ha designado a la Unidad de Servicio de Girl Scouts o asociaciones como recipiente de tal donación, se puede aceptar.

Cuando la Unidad de Servicio o asociaciones recibe tal donación, debe llenar el formulario adjunto y enviarlo a GSCOC (Concilio de Girl Scouts del Condado de Orange) porque el Concilio necesita llevar la cuenta de éstos regalos.

La Unidad de Servicio o las Asociaciones no deben aceptar donaciones de comerciantes a cambio de que las Girl Scouts respalden sus productos.

Recuerde que la clave es, fondos o regalos no solicitados. Deben acusar recibo de todas las donaciones recibidas.



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Donation Report

Our Troop/Service Unit/Association has (circle one) received the following donation:

Cash donation:

\$ _____

Donation of item(s): (includes value of event & meeting space or product sale storage or transportation)

Items:

The cash value of the above is \$ _____ (what these items would cost if you purchased them at a store or thrift shop)

Gift of professional services (Services such as licensed nurses, professional sports referees, professional instructors)

Description of services:

The cash value of the above is \$ _____

Donor is anonymous or does not want public recognition

Donation from: Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Project: _____

Association: _____

Service Unit: _____

Date: _____

Signature: _____

Completed form should be sent to

Girl Scout Council of Orange County
Fund Development Department
9500 Toledo Way
Irvine, CA 92618

– **This information is for council use only** –

Contact the Fund Development Department if you would like assistance completing this form (949) 461-8824



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Reporte de donaciones

Nuestra tropa/ Unidad de Servicio/ Asociación ha recibido las siguientes donaciones:

Dinero en efectivo:

\$ _____

Donación de artículo(s): (incluye el valor del evento y espacio para reuniones o almacenamiento o transporte de los productos para la venta)

El valor en efectivo de lo arriba indicado es de \$ _____ (lo que estos artículos costarían si se compraran en una tienda o tienda de segunda mano)

Regalo de servicios profesionales (servicios tales como una enfermera licenciada, árbitro profesional para deportes, instructores profesionales)

Descripción de los servicios:

Valor en efectivo de lo arriba indicado es de \$ _____

El donante es anónimo/ o no quiere reconocimiento público

Donación de: Nombre _____
 Dirección _____
 Ciudad, Zona postal: _____
 Teléfono: _____

Proyecto: _____

Asociación: _____

Unidad de Servicio: _____

Fecha: _____

Firma: _____

La solicitud completada debe enviarse a: *Su Director de los Miembros*
 GSCOC, 9500 Toledo Way

Irvine, CA 92618

– **Esta información es para uso exclusivo del Concilio** –

Póngase en contacto con el Departamento de "Fund Development" si quiere ayuda para completar esta solicitud (949) 461-8824