



GIRL SCOUTS OF CONNECTICUT

WWW.GSOFCT.ORG 1-800-922-2770

Service Unit/Troop/Group Monetary Gift Acceptance Form

The Girl Scouts of Connecticut financial policies and procedures state:

- The maximum amount a Service Unit or Troop/Group may accept in a membership year is \$250. Funds donated to a Troop/Group may not be designated for an individual girl.
- Designated donations to a Service Unit/Troop/Group of under \$250 from all sources may be accepted and should be thanked by the receiver.
- Designated donations to a Service Unit/Troop/Group of \$250 or more will require completed Form #5670 sent to GSOFCT with the check. The monies will be accepted and thanked by GSOFCT; and the Council will issue the \$250 maximum to the Service Unit/Troop/Group and deposit the balance in the Council's financial assistance fund.
- Any donation of any amount requiring a tax-deductible statement from GSOFCT will require completed Form #5670, along with the check, sent to the Council.
- Mail form *prior* to distribution of funds to Fund Development Department, Girl Scouts of Connecticut, 340 Washington Street, Hartford, CT 06106.
- All donations must be reported on the appropriate year-end financial report for the Service Unit or Troop/Group.
- For more information on monetary gift acceptance, consult the finance section in the Volunteer Essentials Manual.

Service Unit _____ Troop/Group # _____ Grade _____
 Leader _____ Phone # _____ Email _____
 Address (street, town, zip) _____

Per the purpose and mission of Girl Scouts of Connecticut, Inc., I certify that the monies received from a designated contribution will be used solely for Girl Program.

Contribution Amount \$ _____ Donor's Name _____

Please describe how the designated contribution will be used:

SIGN-OFF

I have read the instructions and will comply with the Council policies, procedures, and guidelines in Volunteer Essentials, Safety Activity Checkpoints and the Blue Book of Basic Documents.

I hereby certify that the above-mentioned funds will be used for the benefit of the entire Troop/Group or Service Unit and not for the benefit of a specific individual.

Name (please print) _____ Position _____

Signature _____ Date ____/____/____