

Gifts Designated to Troops/Groups and Service Units Volunteer Hours – Matching Gifts – Donations

Members of a Troop/Group or Service Unit may be eligible to participate in their employer's charitable giving program for donations, matching gifts or volunteer hours. These gifts can be designated to a specific Troop/Group/ Service Unit or they can be directed to the council for the benefit all Girl Scouts in Connecticut.

Adult volunteers are encouraged to contact their employer to inquire if a volunteer-hours grant is available. Such programs require the volunteer to report their service hours and summarize their volunteer activities. Upon approval, the employer will make a charitable contribution to the organization designated by the volunteer.

Families, volunteers, and friends can also direct a donation or matching gift made through an employer charitable giving program to a Troop/Group or Service Unit.

Troops/Groups or Service Units are allowed to receive a maximum of \$1,000.00 per fiscal year in donations. GSOFACT's fiscal year runs October 1 through September 30.

To expedite the processing of the gift to your Troop/ Group or Service Unit, please follow the directions below. If you have any questions, please email mga@gsofact.org and a staff member will promptly contact you.

Requesting the Gift from an Employer:

When requesting a donation, **please only use the account for Girl Scouts of Connecticut**. All donations requesting a matching gift, a tax receipt, and/or are \$250.00 or more must go through GSOFACT as they are the nonprofit entity with the legal status of tax exemption. Troops/Groups or Service Units are considered subdivisions of the council and therefore do not have separate tax exemption status.

1. Access your employer's Charitable Giving Program:

- Search for the "Girl Scouts of Connecticut" or "Girl Scouts of Connecticut, Inc." main account.
Please note: There should be no GSOFACT accounts listed for individual Troops/Groups or Service Units.
- If you have the option to search by Tax ID Number or EIN, the number is: 06-0662134.
- If you can not find an established account for GSOFACT, please have your employer contact:
 - Data Management
Girl Scouts of Connecticut
340 Washington Street, Hartford, CT 06106
860-522-0163, ext.3354, or email mga@gsofact.org
- Our staff will send your employer the documentation required to set up the account.
- Do not set up a separate account for the Troop/Group or Service Unit. Doing so will result in the following:
 - The account set up for your troop/group or Service Unit will be closed.
 - GSOFACT staff will need to call the employer to have them move the gift into the GSOFACT main account.
 - The processing of the gift will be delayed and may miss the deadline set by the employer's charitable giving program.

2. There will be a field in which to designate how you would like GSOFACT to use the donation. Complete this field with the specific troop/group and/or Service Unit you wish to receive the donation; if the troop number is unknown, enter the town or Troop/Group Leader's name. Donations can also be designated to GSOFACT Campership Fund or Girl Assistance Fund. If this field is left blank, the gift will be allocated to general operating.
3. Allow ample time when processing the donation or matching gift, or requesting volunteer hours from the employer. Familiarize yourself with the employer's charitable giving program deadlines and timeline for processing gifts.

Notifying GSOFACT of a Gift for Troop/Group or Service Unit:

In order to receive the gift, you must complete the Monetary Gift Acceptance Form and forward to the Hartford Service Center, Attn: Data Management, email to mga@gsofact.org or fax to (860) 548-0325. Gifts will not be released to a Troop/Group or Service Unit without this form on file at GSOFACT.

Please note:

- Gifts that are directed to a Troop/Group or Service Unit must be used for the benefit of the entire troop/group or Service Unit and not for a specific individual(s).
- If your Troop/Group or Service Unit receives a check or cash over \$250.00 directly from a parent, guardian, organization, etc. please send the donation to GSOFACT along with the Service Unit/Troop/Group Monetary Gift Acceptance Form. GSOFACT will process the donation, issue it to the designated Troop/Group or Service Unit, and provide a tax receipt to the donor. **Do not deposit the check/cash into your Troop/Group or Service Unit bank account.**
- If your Troop/Group or Service Unit has reached the \$1,000 limit for the current fiscal year, the balance of the gift(s) can be designated to benefit another Girl Scout through the GSOFACT Campership Fund or GSOFACT Girl Assistance Fund. Gifts can also be redirected to another Troop/Group or Service Unit.

Receiving a Gift for Troop/Group or Service Unit:

Once GSOFACT has received the gift from your employer and has the corresponding Monetary Gift Acceptance Form on file, a check will be requested from the GSOFACT Finance Department.

- All checks are made payable to the Troop/Group or Service Unit.
- The GSOFACT Finance Department cuts checks every two weeks; depending upon the timing of your paperwork, it may take up to three weeks to process the check.
- This donation must be reported on the appropriate year-end financial report for the Troop/Group or Service Unit.

Additional Information on GSOFACT's Troop/Group and Service Unit Gift Acceptance Policy can be found in *Volunteer Essentials*, Chapter 6: Managing Group Finances.

If you have any questions, please contact the Data Management Department at mga@gsofact.org. A staff member will promptly contact you.