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Troop/Group or Service Unit Money-Earning Activity (MEA) Application Guidelines

A MEA is an optional money-earning activity. MEAs should be chosen that have program value for girls and that are consistent with the Program Standards and Council policies on money-earning. **All *Safety-Wise* and Council policies and guidelines must be followed.**

Criteria

A money-earning activity must meet the following criteria:

- Be a valuable program activity for girls that will generate additional funds for a planned activity or event that uses teamwork to achieve troop goals;
- Be suited to ages/abilities of the girls and consistent with goals/principles of the Girl Scout Program;
- Be a girl activity – planned, generated, produced, and performed by girls.

Eligibility

1. Girl Scout Daisies may not hold MEAs.
2. Brownies, Juniors, Cadettes, Seniors, Ambassadors, Juliettes (Independently Registered Girls), and/or Gold/Silver Award applicants may hold MEAs. (Gold Award MEA applications must be approved by the Gold Award Mentor and the Program Department).
3. All troop/group members must be registered GSUSA members and have the Annual Consent Form #5200 signed by a parent/guardian for each girl to participate in the MEA.
4. Every troop must follow “program progression” for trips and must have a Troop/Group Trip/Event Application Form (#5530) on file for extended trips, if applicable.
5. The troop/group must have prior year’s Year-End Financial Report on file with Council (unless a new troop).
6. A troop must have participated in both Council-sponsored product sales (QSP and Cookies). If the programs have not occurred yet in the current membership year, the prior year’s participation is required (unless it is a new troop).
7. Troops must have a purpose and financial need for the MEA. The income from the MEA never becomes the property of individual girls, but is part of the troop or Service Unit treasury.

Restrictions

1. The Council is not responsible for any loss incurred from a MEA.
2. Blackout Periods. *MEAs are not allowed during the initial QSP or Cookie order-taking times.* During the balance of the QSP or Cookie times, there will be some limitations on MEAs.
3. Activities must comply with local ordinances (including, but not limited to, local health department rules), must be free from any association with gambling (no bingo or raffles), and must protect the name and goodwill of Girl Scouts of the USA and Girl Scouts of Connecticut. Only the GSOFCT CEO (or her designee) can enter into contracts.
4. MEAs cannot solicit money for any other organization or solicit over the Internet.
5. If the MEA is outside your Service Unit area, ask the Service Unit Manager to place a courtesy call to the out-of-area Service Unit Manager. All money-earning activities must take place within the Council’s jurisdiction.
6. Girls and adults should be dressed appropriately and should wear the Girl Scout pin, sash/vest, or uniform (if the activity permits) during the MEA.

Application Requirements and Process

1. If a flier is created to promote the MEA, please attach it to the application for approval.
2. MEAs are approved by the Service Unit Manager, Membership and Marketing Manager, and finally the Director of Membership Services. Girl Scouts of Connecticut reserves the right to deny a MEA if it is deemed not in compliance with *Safety-Wise* and Council policies and guidelines.
3. A completed MEA application must reach the Service Unit Manager at least **six (6) weeks** prior to the activity.
4. An approved MEA application must reach the Director of Membership Services at least **four (4) weeks prior** to the activity.
5. The Evaluation report on the Troop/Group or Service Unit’s MEA (Form #5655) must be filed with the local Council Service Center and Service Unit Manager within two (2) weeks of the MEA. If the report is not received by the Council within the two (2) weeks, future MEA applications may be denied.

Your Service Unit Manager and/or Membership and Marketing Manager can answer questions regarding Money-Earning Activities.



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Application for Troop/Group or Service Unit Money-Earning Activity (MEA)

A Troop/Group must submit this completed form to its Service Unit Manager (SUM) at least six (6) weeks prior to the MEA. The SUM must submit the form to her/his Director of Membership Services **or** her/his designee at least four (4) weeks prior to the MEA. **Application Guidelines are on page 1 of this application.**

Please Print

Service Unit Name _____ Troop/Group No. _____ Level: Brownies, Juniors, Cadettes, Seniors, Ambassadors, Juliettes (Independently Registered Girls)

Leader/Individual Girl _____ Phone () _____ Email _____

Address (street, town, zip) _____

MEA activity (describe) _____

Location of MEA activity (site, town) _____

MEA date _____ Anticipated MEA net proceeds \$ _____ # of MEA's to date for year _____

Information about event/project/trip this MEA will fund is below.

Specific event/project/trip

Specify how this MEA is part of the ongoing troop program

Event/project/trip date / / Estimated cost of event/project/ trip \$

of girls in troop # of girls participating in trip/event/project # of adults participating in project

of MEAs for the year (planned or anticipated)

TROOP FINANCIAL INFORMATION

Troop balance at the end of last year \$

Income:

Troop dues (estimated for year)

QSP proceeds (actual or estimate)

Cookie proceeds (actual or estimate)

Other MEAs (actual proceeds)

Total Estimated Income (A) \$

Less Estimated Trip/Event/Project Expenses:

Transportation

Lodging

Meals

Admission Fees

Activities

Awards (patches, badges)

Souvenirs/booklets

Other (actual or estimated expenses)

List: _____

Less Total Estimated Expenses (B) - \$

Estimated expense per girl =

Estimated MEA Proceeds Needed to Complete the Year/Event (A) - (B) \$

TROOP SIGN-OFF

I have read the instructions and will comply with the Council policies, guidelines, and all standards in *Safety-Wise*.

Signature _____

_____/____/____
Position Date

SERVICE UNIT APPROVAL

Granted ___/___/___ Denied ___/___/___

Reason for denial:

Service Unit Manager Signature Date

Print Name

FOR COUNCIL USE

(Director of Membership Services)

Date rec'd ___/___/___ Extended trip _____

QSP _____ Cookies _____

Prior Year Financial Report Filed Yes No

___ New TROOP: previous financials and participation don't apply

Denied: ___/___/___ Notification: _____

Reason: _____

Director of Membership Services

Signature: _____ ___/___/___

Print Name: _____ Date