



GIRL SCOUTS OF CONNECTICUT

www.gsofct.org (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/Troop/Group may accept from donated monetary gifts in a membership year is \$1,000.
- Funds donated must benefit the entire Service Unit/Troop/Group, not a specific individual.
- Designated donations to a Service Unit/Troop/Group of **under \$250** from all sources may be accepted and should be thanked by the Service Unit/Troop/Group.
- Designated donations to a Service Unit/Troop/Group of **\$250 or more** from all sources must be made payable to GSOFCCT and require completion of this *Service Unit/Troop/Group Monetary Gift Acceptance Form*. GSOFCCT will thank the donor directly.
- Each membership year, council will issue up to \$1,000 of donations to your designated Service Unit/Troop/Group¹. Once a Service Unit/Troop/Group has received \$1,000, any additional funds will be directed towards the council's Girl Assistance Fund to help Connecticut Girl Scouts in need.
- For any donation requiring a tax-deductible statement from GSOFCCT, checks must be made payable to GSOFCCT and include this form (*Service Unit/Troop/Group Monetary Gift Acceptance Form*). Mail or email the form prior to the receipt of funds to Girl Scouts of Connecticut, Attn: Fund Development, 340 Washington Street, Hartford, CT, 06106 or mga@gsofct.org
- All donations must be reported on the appropriate year-end financial report for the Service Unit/Troop/Group.
- For more information on monetary gift acceptance, refer to *Volunteer Essentials, Chapter 6 - Managing Group Finances* or contact your Membership Manager.

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

Per the purpose and mission of Girl Scouts of Connecticut, Inc., I certify that the monies received from this 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 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 Service Unit/Troop/Group and not for the benefit of a specific individual.

Name (please print) _____ Position _____

Signature _____ Date ____/____/____

¹ Please note: GSOFCCT allows for one designation per form, per check.