USA Girl Scouts Overseas

Troop Money Earning-Activity Approval Application

Money-earning projects should have prior approval of the Overseas Committee Chair (OCC).

If the OCC approves the money-earning activity, they will request permission from the installation commander, school, or local partner following the procedures set forth by him/her. The troop will be informed of the decision. If the request is approved, the troop’s leaders will be given the local fund-raising guidelines to follow. Upon completion of the activity, an Evaluation of Event/Activity form be submitted to the OCC.

<table>
<thead>
<tr>
<th>Troop#</th>
<th>Age Level:</th>
<th>Daisy</th>
<th>Brownie</th>
<th>Junior</th>
<th>Cadette</th>
<th>Senior</th>
<th>Ambassador</th>
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Name of Troop Leader or Treasurer: __________________________

Phone: __________________________ Email Address: __________________________

Describe troop plans that require additional funds:

Give a detailed breakdown of the projected costs for the plans described above:

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Amount $</th>
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For the plans above, provide the following information:

Total cost $: __________________________

Cost per person $: __________________________

Cost covered/each person$: __________________________

Total cost covered by troop Cookie Sale money (if applicable) $: __________________________

Cost covered by other sources $: __________________________

List sources and amounts expected $: __________________________

Amount needed from money earning activity $: __________________________

Date(s) of requested money-earning event/activity: __________________________

Description of money-earning activity:

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________
For OCMT Use:

☐ Approved  ☐ Dissapproved

OCC Name/ Signature: ___________________________ Date: ___________________________

☐ Approved  ☐ Dissapproved

Military Installation Commander or Local Partner Initialed: ___________________________

Date: ___________________________

Troop notified of decision:  ☐ Yes  ☐ No  Initials: ___________________________ Date: ___________________________
Please complete this form and submit to the overseas committee chair within two (2) weeks from date of project. Remember to keep a copy for the troop’s records.

Troop#: __________  Age Level:  □ Daisy  □ Brownie  □ Junior  □ Cadette  □ Senior  □ Ambassador

Was this money-earning activity worthwhile?  □ Yes  □ No
Was the facility/area used appropriate for the activity?  □ Yes  □ No
Were there problems getting approval for the project?  If yes, please explain: ____________________________________________________________

Who was your military or local partner POC? ____________________________________________________________

Did you send a thank you note?  □ Yes  □ No
Was it clear to all girls/adults in the troop what this activity was for and how the money earned from the project would be used?  □ Yes  □ No
Was this event successful?  If not, please explain: ____________________________________________________________

Indicate any changes from your original plan: ____________________________________________________________

Did this project support troop program?  How?  □ Yes  □ No

Total amount of money earned $: __________  Less expenses - __________ (Itemize) __________
Net profit $ __________

Signature, Troop Treasurer __________________________________________  Signature, Troop Leader __________________________________________  Date: __________