



### Gold Award Fund Solicitation Request form

Girl Scouts wishing to solicit donations to use in support of a Gold Award project must complete and submit this Solicitation request form. This form can be included as an attachment to a Gold Award proposal OR emailed to [overseashighestawards@girlscouts.org](mailto:overseashighestawards@girlscouts.org). Approval must be received prior to soliciting donations, and all solicited donations must be recorded in the Final Report.

Your Name: \_\_\_\_\_

Overseas Community: \_\_\_\_\_

Project Advisor: \_\_\_\_\_

Does your project advisor know and approve of your plans to solicit donations? If not, please ensure you project advisor approves of your plans.

Yes\_\_\_ No\_\_\_

Gold Award Project Title: \_\_\_\_\_

What step are you currently on in Go Gold Online? \_\_\_\_\_

Are you submitting this form to be reviewed with your Project Proposal? Yes\_\_\_ No\_\_\_

If no, please explain why: \_\_\_\_\_

Please describe your plans for soliciting donations. Be sure to describe both how you will solicit donations and who you will be soliciting donations from.

How will any solicited donations be used to support your project? Be specific. Tell us exactly what you wish to purchase and how much they cost. Please remember, solicited donations must be used to purchase items or services to support your project and should not be donated directly to another organization.

If any donated money is remaining at the end of the project, how will you spend those additional funds? Please note, all donated money must be spent to support your Gold Award project.

**Large donations** - Donations under \$250 may be received and held directly by you. For single donations of \$250 or more, the donation must be sent to USAGSO for IRS reporting before being sent to you, the Girl Scout. Single donations of \$250 or more must be sent to USAGSO by check or credit card payment (see below). Once received by USAGSO, USAGSO will contact you to verify banking information so funds can be wired directly to a bank account of your choice or transferred to you via paypal. USA Girl Scouts Overseas will absorb any transfer fees imposed by our financial institution, however, donations made via credit card will incur a small processing fee. Once donations are received by USAGSO, please allow up to 2 weeks for funds to be processed and transferred.

### Check

Please make the check out to USA Girl Scouts Overseas and *include the Girl Scout's name on the subject line*. Mail checks to:

*(United States Address)*

USA Girl Scouts Overseas  
PSC 705 Box 85  
APO, AP 96338

OR

*(Japanese Address)*

USA Girl Scouts Overseas  
PSC 705 Box 85, Camp Zama  
Zama-shi, Kanagawa-ken  
252-8511 Japan

### Credit Card

Donations can be made via credit card by completing this [FORM](#). Please note that donations will incur a small processing fee.