

Money Management

The leader is responsible for all troop funds. Although handled by the leader, the treasury belongs collectively to the girls. A leader should not add or remove money without asking the girls in the troop. It is their money – they need to have a voice in how it is spent.

Who pays for what? This is a question that comes up frequently. There are not hard and fast rules, except that it should NOT be the leader. It is all based on your troop's individual financial situation and after consultation with the girls and their parents. Check out the Volunteer Essentials for more specific information and suggestions for particular items such as membership pins, awards and recognitions, events and activities, etc.

Troop financing (with the exception of Girl Scout Daisies) should be used as a tool for learning experiences – helping girls grow in their ability to manage money wisely, understand its value and develop habits of thriftiness, honesty and self-reliance. Each troop is expected to manage its finances wisely.

Planning troop activities is an opportunity for the leader to introduce budgeting and wise use of monetary resources. Leaders can help girls see that there are "price tags" on some of their ideas. A dollar symbol (\$) placed on the troop planning calendar will indicate activities that require additional financing and special budgeting.

Dues are a major part of troop finance. They are one of the personal costs of participation in Girl Scouts but should be affordable for all girls. Consider troop plans and how much they will cost when determining the amount of troop dues.

Regardless of the system a troop decides upon to collect dues (weekly, monthly, bi-annually, etc.), individual input from girls and their families builds responsibility to the troop and creates a sense of "investment" in the troop.

In addition to money from dues, troops can earn money through troop money-earning activities. Setting product sale goals is one way to motivate financial support for challenging expenses.

Accurate financial records are necessary in order to fill out the annual troop report at the end of each school year.

GUIDELINES FOR TROOP MONEY MATTERS

1. Share with girls the total amount of troop dues for one week.
2. Anything that costs more than one week's troop dues needs to be considered carefully.
3. Have girls investigate the cost of proposed activities before making choices.
4. Short-term plans are discussed on a monthly basis; have monthly troop income figures available. Work closely with troop treasurer so this is possible.
5. Treasurer's reports should be presented to the girls for approval through Brownie Ring, Court of Honor (patrol system), Executive Board or Town Meeting business sessions.
6. Make play "troop money" to use in visual budgeting. Use the play money to illustrate how much money the troop has on hand and how much they will have after expenditures. This "troop money" may also be used each week to show how much is in the troop treasury after dues have been collected and weekly expenses have been paid. It is a good method for the treasurer to use in reporting to the troop.
7. Explain the budget in concrete terms or by using pictures so that understanding will accompany decision making. For example: "We want to have ice cream. If we each bring \$.50 a week, in three weeks we can go to an ice cream parlor. If we buy the ice cream at the supermarket, we will need to bring \$.50 for two weeks."
8. Make a thermometer board with a sliding ribbon or wipe away surface. The troop can use the thermometer to set a goal for a major activity and to see how they are reaching this goal. It may also be used as a record, adding income and subtracting expenses.
9. Share the budget with troop committee and parents to encourage their support.

Remember ---

With your guidance, girls should have "hands-on" experience with:

- Collecting and recording dues
- Making value decisions concerning the use of money
- Accompanying leader on trips to the bank
- Shopping for troop supplies and equipment

Good troop programming does not have to be expensive!

Money-earning Information

Many questions have been raised about the money-earning process. We hope the information presented will be helpful.

Troop/group money-earning projects are **planned and carried out by girls** under the direct supervision of adults and troop leaders. Typically, troops/groups carry out these projects in order to pay for activities, field trips, troop trips, supplies, etc.

When helping your troop/group plan a money-earning project, please be aware of the following Girl Scout guidelines:

- A troop/group money-earning application must be submitted to the council one month prior to the money-earning activity.
- After the money-earning activities are complete, girls can designate a portion of their troop treasury to organizations that they choose to support. It is important to note that girls are raising money for their troop, not the organization. In turn, they may choose to donate to another cause or use it however the troop deems necessary.
- Product demonstration parties, raffles, drawings, games of chance, and the direct solicitation of cash are inappropriate money-earning activities for children and girls and **will not** be approved and are prohibited by our council nor by GSUSA.
- Troops may not take orders for, or purchase products outright from, any company or business. Examples would be Tupperware, Avon, Pampered

Chef, Home Interiors, Party Lite, Katheryn Beich, Nestle, etc. Earning money for another organization will put our 501(C)(3) status as a non-profit organization in jeopardy. If girls earn money for another company or organization, we can lose our non-profit status.

- It is strictly prohibited for a troop/group to receive a percentage of sales, be featured in advertising for a company/ business or participate in money-earning activities where a portion of the proceeds go to another organization.
- Troops may not advertise or sell a commercial product of any kind. For the purpose of these guidelines from GSUSA, a "commercial product" is defined as "any product with a label featuring another business or organization, any company branded product, business affiliation or endorsement."

This is a list of several popular approved money-earning projects to assist you and your troop in planning. If you have specific questions or are unsure if the activity that the girls would like to do is appropriate, please contact the VP of Development for GSEIWI, your Age Level Specialist or your Service Unit Director.

- Girl Scout Cookie Sale Program
- Fall Sale Program
- Sale of pizza by the slice, bags of popcorn, slices of watermelon at local community events and school activities
- Garage sale
- Bake sale
- Craft sale
- Car wash
- Aluminum can recycling
- Bird feeder sale
- Wreath or tree sale
- Flower or plant sale
- Ice cream social
- Sock hop or dance
- Soup supper

TRY THIS GAME!

- Brainstorm with girls what they want to do, see, make and visit. Remember, in brainstorming, NO idea is tossed out or turned down.
- Attach a price tag to the ideas. Use ¢ for inexpensive projects, \$ for more expensive and \$\$ for the most expensive ideas (big trips, huge projects, etc.)
- Place ideas on sheet with all the ¢ together, \$ together and \$\$ together

BRAINSTORMING LIST

¢ Ideas	\$ Ideas	\$\$ Ideas
What we can do right now	What we need to work toward	A special planning and money-earning effort is needed!

- Decide with the group what activities fit in your calendar year - for example, before cookies, before summer, etc.
- Celebrate by planning the first activity.

WORKSHEET FOR PLANNING YOUR BUDGET

INCOME

Cookie Sale Program _____
(troop profit per box
x number of boxes sold)

Fall Sale Program _____
(profit per item
x number of items sold)

SUB-TOTAL INCOME \$ _____

PROPOSED EXPENSES

Recognition items _____
(Journey awards, pins, Try-It's, Badges &
patches)

Troop Meeting Equipment _____
(first-aid kit, markers, scissors etc.)

Craft Supplies _____

Service Projects _____

Program Fees _____
(entry fees, event registration, trips, etc.)

Troop Library _____
(extra handbooks, song/game books)

Postage _____
(for parent mailings, etc.)

Contingency _____
(for spur-of-the-moment ideas & unexpected
opportunities)

TOTAL PROPOSED EXPENSES
\$ _____

Now, subtract the INCOME SUBTOTAL from the TOTAL PROPOSED EXPENSES. The remainder can be covered by troop dues. Here's a great way to figure that amount:

$$\frac{\text{Remainder of expenses}}{\# \text{ of girls}} = \text{Amount needed from each girl}$$

THEN....

$$\frac{\text{Amount from each girl}}{\# \text{ of weeks you meet}} = \text{Weekly dues}$$

Is this a reasonable amount to expect? If not, increase the Fall Sale Program and Cookie Sale Program goals, reduce expenses or plan an additional money-earning project.

Brownieland (A Money Management Teaching Game)

PROPS: Cards (heavy paper cardboard) to represent “purchase”
10 buttons per girl to represent “money”

To add more fun to the game, have the girls draw or paste pictures to the cards/paper to represent things they can “buy.”

Read the following story to the girls:

You are a resident of Brownieland. Brownieland is a small town where people ride cars and buses, live in houses that are the same size and play with toys for entertainment. Buttons are used for money in Brownieland. Each week you are given ten buttons to buy what you need for the following week. You must visit each store and decide what things you want. Try to figure out a way to buy everything you need and still have buttons to save.

Five girls need to be the sellers; the rest of the troop will be the buyers. If you have a small group, use five “stores” to visit instead of five girls selling. Have each seller go to a different station in the room. Give the sellers the cards/paper with the description/pictures of what they are selling.

Have each buyer visit each seller and decide what to buy. She must visit each of the five stores.

The girl with the most buttons at the end of the game wins. However, the first time the girls play the game, do not tell them the object. Repeat the game after you have told them how to win. Discuss the different way they “shopped” during the girls’ first game and the second.

HOUSES

5 buttons buys a house with machines to do all the work.

3 buttons buys a house with machines that do only half the work.

1 button buys a house with no machines and you do all the work.

UTILITIES

3 buttons buys enough energy to have the lights and TV on all the time.

2 buttons buys enough energy to have the lights and TV on only at night.

1 button buys enough energy for lights but no TV.

TRANSPORTATION

3 buttons buys a car that drives itself.

2 buttons buys unlimited rides on a bus.

0 button if you walk or ride a bicycle.

ENTERTAINMENT

4 buttons buys 4 new toys.

2 buttons buys 2 new toys.

1 button buys 1 new toy.

FOOD

5 buttons buys a lunch that is already prepared and candy for snacks.

3 buttons buys a lunch that is already prepared, but no snack.

1 button buys food to make your own lunch.

WHO PAYS FOR WHAT?

There are no set rules - Except it **SHOULD NOT** be the Troop Leader

UNIFORMS - Not required for troop activities but may be required for ceremonies and formal presentations - Parents buy

SASH OR VEST - Parents usually buy - sometimes troop buys

Girl Guides/Journey Books - Usually parent - sometimes troop - also troop sometimes has a lending library for books. The Leader guides are a legitimate troop expense and that money can be taken from troop account. Be sure to talk about this as a troop, so the girls are aware of this.

PINS, STARS, ETC. - Troop buys

OTHER INSIGNIA - Council strips, numbers, etc. – Parents usually buy

BADGES & RECOGNITIONS - Usually Troop - Sometimes when badges and recognitions are earned as an individual (rather than as a troop), paid for by individual. Again, this is a troop decision.

EVENT FEES - Decision made by the troop - it is done both ways. Sometimes the troop pays, but if a girl doesn't attend, she must repay the troop.

TROOP SUPPLIES – These are a normal part of running a troop, and they are a troop expense. If your troop is short on funds, perhaps the girls could each bring items from home such as crayons, markers, scissors, etc.

FIRST AID COURSE OR OUTDOOR TRAINING COURSE FEE – These are both legitimate troop expenses and can be paid for out of troop money. There are very few adult learning courses for which there is a fee, but they are legitimate troop expenses.

TROOP SNACKS – This can be a shared expense with the girls taking turns bringing snacks. If the girls decide that this isn't what they want to do (troop votes), then it is a troop expense. The leader is not responsible for personally providing snacks for every troop meeting. It would be a good idea to talk to the girls about the amount of money that this could cost if you are taking it from troop funds.