

## La Canada Flintridge Service Unit Troop Event Fundraising Guidelines

Certain events are open to our troops as fundraising opportunities. ***These guidelines must be followed in order for the event to qualify as a fundraiser.***

- ❖ Only Ambassador, Senior, Cadette, and Junior troops may run events as fundraisers.
- ❖ All LCF events require \$1 per girl attending to go to the Service Unit.
- ❖ The maximum earnings by a troop shall be no more than \$3.00 per girl in attendance. We do not want the cost of events to become prohibitive for attendees.
- ❖ All money/checks for events must be run through the LCF Service Unit (checks made out to *LCFGS* and expenses reimbursed through the SU Treasurer).
- ❖ All forms (online or paper) must be completed and submitted in a timely manner. The online Special Event/Money Earning Application must be submitted to Council at least 6 weeks before the event. (See the “Money Earning Application” link on the LCF Girl Scouts website under “Event Directors”.)
- ❖ Event flyers and registrations must be prepared, approved by the Event Coordinator and Council, and be submitted to the SUM for posting on the website at least 6 weeks before the event. (See the “Special Event Flyer Checklist” link on the LCF Girl Scouts website under “Event Directors”.)
- ❖ Hosting troops cannot run the same event in consecutive years, and they can only run one SU event as a fundraiser per year.
- ❖ Generally, sign-ups to run an event will be on a first come/first served basis. If more than one troop wants to host an event, the Events Coordinator will determine who will run the event, taking into consideration prior experience running an event and troop involvement in the Service Unit. If necessary, there will be a drawing held by the Event Coordinator to see who will host the event.
- ❖ After reviewing all of the Service Unit Events, it has been determined that the following list of events would never be fundraisers due to the nature of these events:

Glenola Tree Lighting  
 Memorial Day Parade  
 Career Day at LCHS 7/8  
 Daisy Bridging Ceremony  
 Brownie Fly Up Ceremony  
 Gold, Silver, Bronze Ceremony

Note: Only a portion of the proceeds from the International Tasting Bee may be used for money earning. Significant portions of these funds are donated to the Juliette Low Fund.

**Please refer to the Event Director Financial Policy & Planning Guidelines for more information.**