

Donation Authorization Form

Troop/Group Donation Process

Contributions to troops may be either *donations* or *in-kind gifts*. Please see below for specifics.

Adult volunteers soliciting donations of any kind must complete this [Donation Authorization Form](#) and submit it to a Membership Specialist for initial approval. Following that, Fund Development will review and sign for final approval.

Please note, a girl cannot ask for a donation or fundraiser. Safety-Wise only allows adults to fundraise. A girl can only make an ask for an approved Money Earning Activity (see [Money Earning Activity Request Form](#)). A girl may make a presentation to a business or organization about a project, but an adult volunteer needs to make the actual request. (See Highest Awards below.)

Donation Specifics

- **Donations of \$250 or more must be received by Girl Scouts of Kentucky's Wilderness Road.**
- If a donor contributes less than \$250 and requests an acknowledgment letter for tax purposes, the donation must be received by GSKWR and a [Donation Authorization Form](#) must be completed.
- [Donation Authorization Form](#) must be completed *before* requesting donation.
- If volunteer plans to send a letter requesting a donation, please include letter with this form so that Fund Development can ensure consistency in Girl Scout language.
- If volunteer works for a company that offers matching gifts for volunteer hours or donations, please forward confirmation email or paperwork with this form.
- Once Fund Development approves the [Donation Authorization Form](#), GSKWR will accept and acknowledge contributions as a nonprofit organization on behalf of the requesting troop/group. GSKWR will transfer donated funds to the troop/group once they are received.

In-Kind Gifts Specifics

- An in-kind gift is a contribution of goods or services that is not monetary.
- As a courtesy, please inform GSKWR of any in-kind donations so the Council may recognize these contributions in the Annual Report.

Highest Awards

Only Girl Scout Seniors and Ambassadors may solicit philanthropic donations for *Girl Scout Gold Award* Projects. These donations may be in-kind goods or funds, and girls must have secured prior written permission from the designated Council staff.

Bronze or Silver Award Girl Scouts cannot solicit cash or in-kind donations. A Junior or Cadette Girl Scout cannot "ask" for any donation for her Bronze or Silver Award project. She may present her project, dressed in uniform, but an Adult volunteer must make the ask.

Donation Reporting

Troop/Group must submit a financial report detailing how the funds were used for the approved activity. This financial report is included in the [Annual Troop Review \(ATR\)](#).



Please be sure to read the instructions on the other side of this form and fill out the following for approval. **Incomplete forms will not be accepted.**

If you have questions, please contact a Council Membership Specialist.

Please confirm the following:

- Every girl in troop/group is a registered member of Girl Scouts of the USA and girl/adult ratios are met. Troop/Group is in good standing with GSKWR (*no council-owed debt, current financial report on file with the Council, all volunteer training complete*).
- Bank account meets GSKWR guidelines per *Volunteer Essentials - Troop Finances*.
- Members of troop/group participated in BOTH the Fall Product and Cookie Programs (*with the exception of first year troops/groups based on start date*).

Please print neatly or type. Incomplete forms will not be accepted.

Part 1: Contact Information

Name _____ Phone _____ Email _____

Address _____

Troop/Group/Service Unit _____

Part 2: Project Information

Project Description _____

Project Date _____

Part 3: Donor Information

- This request is a matching gift for a donation or volunteer hours.

Donor Company or Organization _____

Contact Name _____ Phone _____ Email _____

Address _____

Expected Date of Donation _____

(Date the donation should be received by GSKWR)

- I acknowledge that all information submitted is complete and accurate.

- I understand that incomplete forms will not be accepted.

Volunteer Signature _____ Date _____

Membership Specialist Signature _____ Date _____

Fund Development Signature _____ Date _____