

BOY SCOUTS OF AMERICA DATE _____

Received in council service center _____
(Date)

UNIT MONEY-EARNING APPLICATION

Please submit this application to your council service center at least two weeks in advance of the proposed date of your money-earning project. Read the 10 guides on the other side of this form. They will help you in answering the questions below.

(Local council stamp)

Pack

Troop

No. _____ Chartered Organization _____

Team

Crew

Community _____ District _____

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? _____

About how much does your unit expect to earn from this project? _____ How will this money be used? _____

Does your chartered organization give full approval for this plan? _____

What are the proposed dates? _____

Are tickets or a product to be sold? Please specify. _____

Will your members be in uniform while carrying out this project? (See items 3-6 on other side.) _____

Have you checked with neighboring units to avoid any overlapping of territory while working? _____

Is your product or service in direct conflict with that offered by local merchants? _____

Are any contracts to be signed? _____ If so, by whom? _____

Give details. _____

Is your unit on the budget plan? _____ How much are the dues? _____

How much does your unit have in its treasury? _____

Signed _____
(Chartered Organization Representative)

Signed _____
(Unit Leader)

Signed _____
(Chairman, Unit Committee)

(Address of Chairman)

FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE: Telephone _____

Approved by _____ Date _____

Approved subject to the following conditions _____

GUIDES TO UNIT MONEY-EARNING PROJECTS

A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

1. Do you really need a fund-raising project?

There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

2. If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?

Before any person in your unit signs a contract, he must make sure the venture is legitimate and worthy. If a contract is signed, he is personally responsible. He may not sign on behalf of the local council or the Boy Scouts of America, nor may he bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

3. Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?

Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

4. Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?

Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?

All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

6. If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?

The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity.

7. Will the fund-raising project avoid soliciting money or gifts?

The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events."

For example: Scouts and leaders should not identify themselves as Scouts or as a troop participate in the Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization.

8. Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?

Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before the fund-raising activity.

#34427B



FINANCE

BSA Policies On Fundraising Projects

From time to time important questions about policies and procedures for unit money earning opportunities (Pack, Troop, Team, Crew and Post) come up regarding some of the basic funding rules of the BSA. The following are excerpts from the Rules and Regulations of the Boy Scouts of America (Pages 3-5). The policies affect all members of the Scouting organization, its councils, and individual chartered units regarding commercial projects, money-earning efforts, and the solicitation of money.

The attached guidelines have been established to ensure a strong and vibrant Scouting program at the unit, council and National level. Deviation from these policies hurts the Scouting program at all levels. The Executive Board of the South Florida Council adheres to these guidelines by the National Council and offers the following information as a guide to you and your unit in developing proper money earning opportunities.

There is a distinct difference between earning money and raising funds. As a general rule, successful money-earning projects are designed to teach your Scouts to be Thrifty and to earn their own way. There are many money-earning projects that have a proven track record in providing the needed financial resources for successful Scout units; they include Popcorn Sales, Camp Card Sales, car washes, and spaghetti dinners. On the other hand, the direct solicitation of funds by units to individuals, businesses, and foundations is strictly prohibited by the Boy Scouts of America. In addition, unit auctions, golf tournaments, and special event fund raising are strictly prohibited in accordance with National BSA policy. Contributions cannot be solicited by youth or adults for the unit treasury or its activities. However, units may conduct money-earning projects once approved by the chartered organization and the local council. The BSA logo is a copyrighted trademark and may not be used by Scout units unless approved by the local council.

Prior to conducting a money earning activity units are required to complete a Unit Money Earning Application #34427 and submit to the local council for approval. On the back of the application are Ten Guides to Unit Money-earning Projects (see attached). No unit money-earning activity can occur without local council approval. Unit money-earning applications are available from the local council service center and at monthly district roundtable meetings.

There are two additional areas frequently misunderstood:

Uniforms and Fundraising - The official uniforms are intended primarily for use with the activities of Scouting. Teaching youth to earn their own way is an important part of training our youth members to be self-reliant. Therefore, with few exceptions, such as *Popcorn Sales* and *Camp Cards*, **uniforms should not be worn during unit money earning projects without approval from the local council.**

Youth Members and Solicitation - Youth members are not permitted to serve as solicitors of money for their own unit, the council or in support of other organizations.

In short, Unit Money-Earning activities by units are encouraged, while unit fundraising activities are prohibited. Most questions related to unit funding activities are addressed in the **Ten Guides to Unit Money-Earning Projects**. However, if you have any further questions, please feel free to ask your District Executive, or call Joshua Christ, at 364-0020 (Dade) or 584-4200 (Broward).



Below are excerpts from the Rules and Regulations that apply to local Scout units.

**ARTICLE IX
SECTION 2**

Unit Money-Earning Projects

Clause 3. Units may conduct money-earning projects only when the project has been approved by the local council and are consistent with the principles set forth in these Rules and Regulations. (See form #34427)

Scouting Public Display Activities

Clause 4. Local councils may approve the sale of tickets for the public display of Scouting activities, such as merit badge shows, circuses, rallies, and demonstrations, when (a) the nature of the program or function offers a value commensurate with the purchasing price of tickets offered for sale, (b) the sale of tickets is not used as an indirect method of defeating the purpose of Article IX, Section 2, Clause 7 of these Rules and Regulations, and (c) the participation of Cub Scouts, Scouts, Explorers, and Venturers in the sale of tickets for such affairs is confined to their parents and friends and does not involve methods similar to those used in the sale of tickets or other general solicitation.

Advertising Policy

Clause 5. Advertisements to be acceptable for Scouting publications, in addition to meeting the standards in general use by publishers of high-grade periodicals and other advertising media, must:

(c) Avoid involving the use of members of the Boy Scouts of America as such, whether in or out of uniform, as salesmen of products or services; further, that in all cases the product or service must have merit warranting the purchase price, and the project shall not involve capitalizing the movement or encourage Cub Scouts, Scouts, Explorers, or Venturers to appeal for response because of sympathy or the belief that Scouting will be helped rather than because the article or service is desired on its merits.

FINANCE

Commercialism Policy

Clause 7. Commercial Contracts.

(a) No member of the Boy Scouts of America, chartered unit, chartered local council, or any officer or representative of the Boy Scouts of America shall have the right to enter into a contract or relationship of a commercial character involving or obligating the Boy Scouts of America unless duly authorized by the Executive Board, and then only in connection with the carrying out of the purposes of the Scouting movement.

(b) Nor shall any local council or chartered unit enter into a contract or business relationship that uses any logo, insignia, terms in common usage or descriptive marks relating to Scouting, unless the relationship or contract conforms to currently accepted procedures and guidelines as established by the National Council, Boy Scouts of America. The contract or relationship must avoid endorsement of any commercial product or venture.

Clause 8. Sales of Services. Under no circumstances shall a band made up of members of the Boy Scouts of America enter into a contract as members of the Boy Scouts of America for the sale of their services in competition with any other bands of their own or any other community.

ARTICLE X

SECTION 4

Use of Uniform

Clause 6. The official uniforms are intended primarily for use in the connection with the activities of the Scouting movement, but their use may be authorized by local Scouting officials under conditions and for purposes not inconsistent with the principles of Scouting and the Scouting program, provided, however, the uniforms shall not be used:

(a) When soliciting funds or engaging in any commercial enterprise. But this shall not be construed to forbid members of the Boy Scouts of America in uniform from participating in local council approved unit money-earning projects that do not involve the sale of a commercially produced product or service.

(b) When engaging in a distinctly political endeavor.

(c) When appearing professionally in any entertainment medium without specific authority from the Executive Board.

ARTICLE XI

BUSINESS, FINANCE, PROPERTIES, CONTRACTS, REGISTRATION

FINANCE

Section 1. Local Council and Unit Finance

Clause 1. Control of Funds.

- (a) **Limitation of Authority.** No unit or local council shall have authority to commit the National or local council to any financial obligation whatever.
- (b) **Purpose.** All money raised by or received for the benefit of a unit or local council and all property acquired by a unit or local council shall be deemed to be received or acquired solely for the benefit of Scouting as interpreted and promoted by the Boy Scouts of America.
- (c) **Local Council Control.** Subject to general rules and regulations adopted by the National Council or Executive Board, local councils shall control the raising and expenditure of all funds for local Scouting work in their jurisdiction.
- (d) **Gambling.** Any fundraising project designated to benefit chartered organization units, districts, local councils, or on a national basis which involves games of chance, lotteries, sale of raffle tickets, bingo, or which could be construed as a gambling activity, is not permitted.
- (e) **Insignia.** The National Council shall have the sole right to authorize the use of insignia, words, phrases, designation marks, pictorial representations, and descriptive remarks relating to the program of the Corporation on commercial products, promotional efforts, and/or sale and distribution to members of the Boy Scouts of America and/or the general public. The use of the same by local councils shall be only as authorized by the national council.
- (f) **Pyramid Sales, Multilevel Marketing.** Any fundraising projects on a unit, council, or national basis which are in the nature of pyramid sales or multilevel marketing *are not permitted.*

Clause 2. Disposition of Funds Upon Termination of Local Council or Unit.

- (a) **Unit Obligations.** In the event of the dissolution of a unit or the revocation or lapse of its charter, the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the local council, if there is one, or if there is no local council, dispose of the same in accordance with the direction of the Executive Board of the Boy Scouts of America. In the case of a chartered organization, any funds or equipment which may have been secured as property of the unit shall be held in trust by the chartered organization or the chartered local council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of the Boy Scouts of America.

UNIT BUDGETING

Planning Unit Finances Allows Leaders To Focus On Scouting Program

Overview

Business like finance management not only assures that your unit will remain solvent and have the resources it needs when necessary, it also provides a fine example for your youth members.

A good unit should neither run on the brink of insolvency nor accumulate surpluses. It should neither spend more than it earns nor earn more than it spends. As much harm can be done with one extreme as with the other.

Unit finances must be budgeted

A budget is a plan for receiving and spending money. A unit budget is made up one year at a time usually for the year covered by the unit charter, though it may be based on a calendar or program year.

In developing the budget, expenses for the year must be estimated and a plan devised for meeting those expenses. To determine what the unit expenses will be for the year, the unit annual program must be analyzed. Past expenses will serve as a guide for judging amounts needed for each budget category.

In keeping with the principles of Scouting, the unit's program is paid for by its members with money they earn. A unit that operates through the generosity of others and finances itself by the efforts of adults fails in its responsibility to teach its members self-reliance. Every Scout unit has the responsibility to build and supervise a unit budget plan. Although packs, troops, crews, and posts use a different means to determine their own budget needs, each Scouting unit falls within the official; "Policies Regarding Scout Financing and Solicitation."

It is important that every unit adhere to the official Scouting Policies on Financing and Solicitation, including budgets and money-earning project applications. We must recognize (A) the value of the good name and good will of the Boy Scouts of America, (B) the philosophy of value given for value received, and (C) the fact that Scouting exists to provide a wholesome program for the youth of our community and not to develop a cadre of young salesman. Money-earning projects should be designed as a means to supplement -- not replace -- the budget plan or dues system.

Additional information concerning unit budgets, the treasurer's job, camper savings plans, forms, and records may be found in:

- Unit Budget Plan, Boys, Basics, and Budgets
- Pack Record Book
- Cub Scout Leader Book and Scoutmaster Handbook
- Troop committee Guidebook

UNIT BUDGETING

How To Build A Basic Unit Budget Plan

The unit budget plan is an important step in building a *quality* program for all members in your unit. By following this plan, every member will benefit and you can ensure your unit's financial readiness for program, registration, equipment, etc.

The first step is to look at your unit's *basics*: income, spending, and needs. These should be planned and budgeted first. Once you develop a sound budget plan around the basics, you can add other items such as special program and equipment needs. The objective is to have a well-managed, well-financed unit. Recognizing this, the Boy Scouts of America recommends this basic unit budget plan:

Basic Expenses

Recommended basic expense items per member for your unit:

Annual National Registration.....	\$10.00
<i>Boys' Life</i> (12 issues of program for the home)	12.00
Reserve fund	2.00
Other basic expenses	5.50
(badges, literature, goodwill, etc.)	
Total basic expenses	<u>\$29.50</u>

Let's look closer at each of these basic expenses:

The Annual National Registration Fee

When a new member joins, normally the unit asks that member to pay the full \$10 national registration fee regardless of the number of months remaining in the unit's charter year. The unit sends the *prorated amount* to the council for those remaining months. The balance of the new member's fee is kept in the unit treasury to supplement his dues in paying the next full year's fee. This procedure ensures prompt registration at charter renewal time.

Boys' Life: This is the official monthly publication of the Boy Scouts of America and is made available to members for just \$12.00 per year, half the regular rate.

Every member should receive *Boys' Life* for the quality articles directly related to your unit's monthly program. It assists a member's growth in Scouting. Research shows that a member will stay registered and active in Scouting longer and advance further if *Boys' Life* is part of his Scouting experience. It strengthens family awareness and involvement in Scouting. If reserve funds allow, the new member should be signed up for *Boys' Life* on a prorated basis.

When reserve funds do not pay for the first year, then the member may be asked for the amount. While *Boys' Life* is not a required part of the national membership fee, your unit will want to ensure, through your annual budget, that every member gets *Boys' Life* as an important part of his Scouting experience.

UNIT BUDGETING

How To Build a Basic Unit Budget Plan Cont'd.

Reserve Fund: The reserve fund might be established by a gift to your unit or by a unit money earning project. The reserve fund should meet unexpected expenses that occur before dues are collected or other money is earned. A new member's initial expenses may be met from this fund. A small portion of each boy's basic expenses are budgeted to maintain this important fund. If the reserve fund falls below this amount, it should be restored through a money earning project or other means.

Other Basic Expenses: These include insignia of membership and rank for each member to ensure proper recognition and literature required by adult and boy leaders. Because service to others is fundamental in Scouting, the budget should include a goodwill project, a good turn, or a gift to the World Friendship Fund.

Other Expenses

Program Materials: Each unit must provide some program materials. For example, it should have a United States flag, unit flags, and equipment and supplies for its regular program.

Activities: The size of the budgeted amount for activities depends on the unit program. Such activities as pinewood derbies, hikes, campouts, and high-adventure trips can often be financed through successful unit money-earning projects such as popcorn sales. If not, these costs must be financed by the member and his family over and above the dues program.

As a special note, refreshments at meetings can be homemade or met by a cover charge or "kitty" at the event. Regular unit funds should not be used for this purpose.

Sources Of Income

Dues: Most people agree that the habit of regularly meeting financial obligations is desirable. The finance plan of any unit should include participation by the member in a regular dues plan. It is important to understand that this is part of the growth of the member. An annual unit fee -- too often completely contributed by parents -- does little to teach a member responsibility. However, if the member has to set aside a little each week for a desired item such as dues, he learns how to budget his own income.

Paying dues regularly is not easy, but it does help develop character in an individual member. It teaches responsibility and a wholesome attitude toward earning their way. In some units, boys earn their dues by participating in unit money earning projects. It is important that such work be credited to the boy personally rather than to the unit as a whole so he will develop responsibility and participation.

Regardless of your dues collection plan, individual dues should cover the basic expenses as shown in the recommended budget. You may also want dues to cover a part of the program and activity budget.

Popcorn Sale: The council-wide popcorn sale is an annual fund raiser supported by the council to assist units in conducting an organized and proven money-earning project. In 2006, our units collectively raised more than \$70,000 for their unit treasuries. This is a great way to raise money while also helping the council fund its programs and services.

UNIT BUDGETING

How to Build a Basic Unit Budget Plan Cont'd.

Other Money-Earning Projects: All projects other than the popcorn sale require the submission of the **Unit Money-Earning Application** to the local council service center. Additional policies and procedures are found in the financial record books for packs, troops, teams, and crews.

Other Helps

Record Keeping And Reporting: The unit financial record books mentioned above are the best way of keeping track of your unit's budget and finances. A finance report should be a regular part of your unit's adult committee meetings.

To develop your unit budget, complete the following worksheet with the unit leader. Have it adopted by the unit committee. (In the case of Boy Scout troops, the patrol leader's council should review the budget and put it in final form prior to study and adoption by the adult troop committee.) Be sure to keep parents informed.

SAMPLE UNIT BUDGET PLANNER

	Actual Expense to be paid By Unit	Recommended Expense Estimate
(A) Total Unit Activity Cost	\$ 3,517.50	(See Sample Pack Budget)
<u>Unit Expenses</u>		
Adult Leader Training	\$ 20.00	\$10 per registered untrained leader
Adult Leader Recognition	\$ 40.00	\$5 per registered leader
Annual Leader Registration Fee	\$ 80.00	\$10 per registered leader
Badges, Literature, Reserve Fund	\$192.50	\$5.50 per registered leader
Equipment	\$175.00	Varies by unit
(B) Total Unit Expenses	\$ 507.50	
<u>Scout Expenses</u>		
Annual Registration Fee	\$ 350.00	\$10 per registered Scout
Annual Boys' Life Magazine Subscription	\$420.00	\$12 per registered Scout
Uniform		\$22-\$50 Cubs; \$24-\$75 Boy Scouts
Handbook	\$ 60.00	\$5-\$6 Cub Scouts; \$8 Boy Scouts
© Total Scout Expenses	\$ 830.00	
(D) Total Unit Expenses (A+B+C)	\$ 4,855.00	
<u>Unit Income Sources Other Than Popcorn</u>		
New Member Initiation Fees	\$320.00	Varies by unit
Annual Registration Fees Collected	\$ 430.00	\$10 per registered Scout/Leader
Dues	\$ 240.00	Varies by unit
Other Fund Raisers	\$ 1,765.00	Varies by unit
(E) Total Income Other Than Popcorn	\$2,755.00	
(D) Total Unit Expenses	\$ 4,855.00	
Minus (E) Total Income Other Than Popcorn	\$ 2,755.00	
= (F) Total Income Needed from Popcorn Sale	\$ (2,100.00)	
UNIT SALE GOAL		
(F) ÷ 30 (base commission -- prize option)	\$7,000.00	
OR (F) ÷ .33 (cash-only commission)		
PER-SCOUT SALE GOAL		
Unit Sale Goal ÷ # of Scouts	\$200.00	

**Sample Budget based on 35-boy Cub Pack*

Parents and Scouts will love doing just one fundraiser to fund a full year of Scouting!	WANT TO DO JUST ONE FUNDRAISER? Recalculate your budget without including income from other fundraisers: Total Income Needed (F) \$2,100 Plus Total of Other Fundraisers \$1,765 = New Total Income Needed \$3,865 ÷ .3 or .33 = New Unit Sale Goal \$12,883 ÷ # Scouts = New Per-Scout Goal \$368
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