Boy Scout Troop 794
Mission Hills Church
620 SouthPark Drive
Littleton, CO 80120
www.bsatroop794.org

FUNDRAISING EVENT GUIDELINES & BUSINESS PLAN FORM

Popcorn Fundraiser

- The Fall popcorn sales event is administered by the BSA at the Council level, and those prescribed procedures are to be strictly followed.
- The popcorn fundraising event is the only fundraising event for which the Scouts will earn commissions based on sales volume, without specific approval of the Troop Committee in advance of the fundraising event.

Other Troop Fundraising Events

For other Troop fundraising activities, adherence to the following organizational procedures is required.

- All fundraising activities must have at least one responsible Adult and one Scout-in-charge.

- Specific approval must be secured from the Troop Committee before engaging in any Troop fundraising activities. Approval will be contingent upon presentation of a brief but complete written "business plan" for the event at a regularly scheduled Committee meeting.
    - Business plan will include event details, desired outcome, expectations, notation of any funds needed up front, suggested script to use with customers, etc. (see page 2)
    - Minimum funds raised must cover any expense to hold the fundraiser. The troop will not cover any shortages.
- If tickets are to be sold for a subsequent service (pancake breakfast, delivery of ordered goods, etc.):
    - A specific number of tickets will be issued to each Scout, and recorded and tracked by the Adult event coordinator.
    - The Scouts will be responsible for the total dollar value of the tickets issued to them. They are to sell the tickets in the prescribed manner and return the funds for tickets sold, any unsold tickets and/or the dollar value of any "lost" tickets to the Adult event coordinator.
- If services are to be provided directly upon the sale (car wash, etc):
    - Tickets are to be sold only on site, and the Adult event coordinator must be present to receive the money and record amounts received.

- Fundraising should be planned and completed at least two weeks prior to the date of program or event funds raised will be used for.
    - For example, if raising funds for a high adventure outing, funds should be raised and collected by the time payment is due for the event.

- Funds will be tracked through the troop Treasurer and a concise but complete written financial report will be presented to the Treasurer for distribution of funds and to the Troop Committee at the next scheduled Troop Committee meeting following the fundraising event.

- Distribution of funds:
    - will be made equitably among the Scouts and minimum required number of adults-in-charge.
    - will be made to directly to the program/event or to the adult-in-charge for distribution to Scouts where appropriate.

- If funds received are a donation over $50 in place of receiving goods or services, a thank you letter will be sent from the adult-in-charge and scout-in-charge to the donor.

- In all of our fundraising events, financial accountability and quality service are our highest priorities, and must be achieved with all reasonable efforts.

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TROOP 794 FUNDRAISING BUSINESS CASE PLAN

Today's Date: _____

Fundraising Event Name: _____

Adult in Charge: _____

Scout in Charge: _____

- Business plan will include event details, desired outcome, expectations, notation of any funds needed up front, suggested script to use with customers, etc.
- Minimum funds raised must cover any expense to hold the fundraiser. The troop will not cover any shortages.

Date of event: _____

Location: _____

Number of volunteers needed: _____

Materials needed: _____

_____

_____

_____

Estimated cost to hold fundraiser (minimum required return): $_____

Event Details: _____

_____

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