TROOP 297 - FUNDRAISER GUIDE
FOR SCOUT ACCOUNT FUNDRAISERS
(non-council sponsored, i.e. flowers and wreaths)

(last updated 1/8/09)

Thank you for coordinating this fundraiser!

Before you start working on this fundraiser, make sure you get it approved by the Adult Committee. If you need help, please work with the Treasurer.

Scout Account fundraisers are ones where the scouts take orders for products from relatives, friends, and neighbors, then later deliver those products and collect payment. Part of the retail price of every product goes back to the scout that sold that product, and is credited to the scout's Scout Account by the Treasurer.

GETTING STARTED: Contact the company for information, pricing, and dates. Ask the company to send enough brochures/order forms for all the scouts.

PROMOTION: Make a flyer with the fundraiser dates, then give copies of the flyer and the order forms to the scouts and to the Treasurer. Email a copy of the flyer, the order form, and any other information about the fundraiser to the Webmaster. Post reminders about upcoming fundraiser dates to the troop's Yahoo Group. If further discussion is needed during a troop meeting, then schedule time with the SPL.

UNIT MONEY-EARNING APPLICATION: The Unit Money-Earning Application form needs to be filled out for all fundraisers that are not sponsored by council. It needs to be signed by the Charter Rep, then submitted to council at least two weeks before the fundraiser. Council will then sign it and send it back. Keep a copy of the application and give the original to the Treasurer.

DATES: The ORDER DUE DATE is the date the scouts' order forms need to be turned into you, so you can then place the troop's order with the company. The DELIVERY DATE is the date the company delivers the troop's order to you, and the scouts pick up their orders from you. The PAYMENT DUE DATE is the date you need to pay the company for the troop's order. Usually you need to pay this at the time of delivery. Since you need to pay the company before the customers have even received their products, you should collect the customer payments from the scouts no later than two weeks after the delivery date. As soon as you have the customer payments, give the money to the Treasurer so it can be deposited.

MONEY MATTERS: Once you have collected all of the money from the scouts, give the money, any supporting documentation, and a Deposit Form to the Treasurer. The supporting documentation needs to include details on the customer payments by scout (the amount of cash, plus the check numbers and amounts), so if a check is returned for non-sufficient funds, the Treasurer will know which scout (parent) to contact. There also needs to be a breakdown of the total order amount by scout, and how much of that is profit and should be credited to his Scout Account.

If you need a check to pay the company, give a Check Request Form to the Treasurer. Give any receipts to the Treasurer.

If you paid for something yourself and need reimbursed, give a Reimbursement Form along with any receipts to the Treasurer. You can either request a check or have the amount credited to your son's scout account.

Troop checks require two signatures, so let the Treasurer know ahead of time that you will need a check. If you need a copy of any receipts, please make a copy before you give the original to the Treasurer.