

## Gold Award Project Intent to Solicit Funds

Name: \_\_\_\_\_ Troop: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Gold Award Project: \_\_\_\_\_

Estimated Cost of Project: \_\_\_\_\_

Please provide a list of companies, organizations and/or individuals you plan to ask to support your project and indicate if you are asking for cash or in-kind contributions. In-kind contributions can include building materials, food, craft supplies, landscaping materials, professional services, printing, etc. List must be submitted and approved two weeks prior to making requests.

Name of company, organization or individual being contacted	Cash Amount Requesting	In-kind – include description of goods or services requesting

A [Gift Acceptance Form](#) for cash and in-kind contributions must be completed and submitted to GSHS fund development department.

Cash gifts over \$250, must be made payable to Girl Scouts Heart of the South with a note that the money is designated for your Gold Award Project. A check for the full amount will be issued to the girl for her project.

All donations must be recorded on the Gold Award Final Report.

Contact Girl Scouts Heart of the South fund development department with questions or if donor requests any documentation, such as 501(c)(3), verification letter, or acknowledgement letter: [lori.gilmore@girlscoutshs.org](mailto:lori.gilmore@girlscoutshs.org); 901-334-3471.

**Internal Use:**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

# Gift Acceptance Form

**Part 1: To be completed by Girl Scouts Heart of the South volunteer or Girl Scout working on their Gold Award.  
Donor to complete Part 2 OR Part 3 AND Part 4. GSHS Federal Tax ID number is 62-0502197.**

Service Unit \_\_\_\_\_ Troop/Group# \_\_\_\_\_ Is this for a Gold Award Project? \_\_\_\_\_  
Name \_\_\_\_\_ Email \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Part 2: Monetary Gifts

***For donations in the amount of \$250 or more and any donation of any amount requiring a tax-deductible statement from Girl Scouts Heart of the South, please complete this portion of the form and send to Girl Scouts Heart of the South. Attach any documentation pertaining to the gift such as letters, applications, or checks.***

Gift Amount: \$ \_\_\_\_\_ Gift Date: \_\_\_\_\_  
Purpose of Gift: \_\_\_\_\_

## Part 3: In-kind Gifts

***For donations of materials, supplies or services, or any donation of in-kind gifts requiring a tax-deductible statement from Girl Scouts Heart of the South, please complete this portion of the form and send to Girl Scouts Heart of the South. Attach any documentation pertaining to the goods or services – letter, invoice, or shipping receipt.***

Description of Item(s): \_\_\_\_\_

Fair Market Value of Item(s) Donated: \$ \_\_\_\_\_

**Check one:**

Item(s) has been delivered or picked up (Date) \_\_\_\_\_

Item(s) will be available on (Date) \_\_\_\_\_ (Location) \_\_\_\_\_

## Part 4: Donor Information

Donor(s) Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

Donor Signature: \_\_\_\_\_

Person Securing Gift: \_\_\_\_\_  
Girl Scout Member/Staff Person Signature Phone E-mail

Please mail or email completed form to: Lori Gilmore, Chief Development Officer  
p: 901.334.3471 • [lori.gilmore@girlscoutshs.org](mailto:lori.gilmore@girlscoutshs.org)

Girl Scouts Heart of the South, 825 Valleybrook Drive, Memphis, TN 38120 • p: 800.624.4185