

## Appendix D

### Fundraising Application

## Eagle Scout Candidate

|                                                           |  |             |        |
|-----------------------------------------------------------|--|-------------|--------|
| Name:                                                     |  | Birth Date: |        |
| Street Address:                                           |  | City:       | State: |
| Email:                                                    |  | Telephone:  |        |
| Scouting America Personal ID (from Scoutbook or ID card): |  |             |        |

### Project Beneficiary

|                       |       |        |  |
|-----------------------|-------|--------|--|
| Name of Organization: |       | EIN:   |  |
| Street Address:       | City: | State: |  |

### Project Beneficiary Representative

|                         |            |
|-------------------------|------------|
| Name of Representative: |            |
| Email:                  | Telephone: |

### Project Description (from page 6 of the *Eagle Scout Leadership Service Project Workbook*)

For what will you use the funds?

## Fundraising

How will you seek donations? (from page 9 of the *Eagle Scout Leadership Service Project Workbook*)

What are the proposed dates (MM/DD/YYYY) for fundraising efforts?

\_\_\_\_\_

How much money do you expect to raise?

\$

|  |
|--|
|  |
|--|

## Donors

From whom will you seek donations of money, supplies, or tools, and how will it be done? Unless your donors will be anonymous or are unknown (e.g., from an event like a car wash, bake sale, or crowdfunding), you must list the names of prospective donors and what they will be asked to contribute. You do not need to list parents, family members, your beneficiary, unit, chartered organization, or members of your unit or their parents.

|  |
|--|
|  |
|--|

## Contracts

Will your efforts to seek donations require any contracts (such as for a crowdfunding platform or website)?

If so, explain the contract details and who (an adult) will sign the contract. Contracts may not bind Scouting America, the council, or the unit's chartered organization, unless the chartered organization is the project beneficiary.

## Safeguarding Donations

Who will hold the funds between contribution and project execution? How will donations be stored and disbursed? How will you turn over any unneeded donations to the beneficiary?

## Approvals

The beneficiary and unit representative sign below in any order. **The Authorized Council Approver should be the last to sign.**

| Beneficiary |      | Unit Representative |      |
|-------------|------|---------------------|------|
| Signature   | Date | Signature           | Date |

| Authorized Council Approval |      |
|-----------------------------|------|
| Signature                   | Date |

## FOR SCOUTS

### FIRST, FIND OUT YOUR LOCAL COUNCIL'S FUNDRAISING REQUIREMENTS.

#### Key Points:

- **Exempt contributions:** You *don't* need to use a fundraising application for
  - Contributions from you, your parents, or relatives
  - Contributions from the beneficiary
  - Contributions from your unit, its members, unit parents, or the chartered organization
- **Fundraising:** Any products sold or fundraising conducted must be in keeping with the principles of Scouting America. If something is sold, it must be a quality product that people would want to buy. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary.
- **Raffles Prohibited:** Raffles or games of chance are prohibited for Eagle Scout leadership service projects.
- **Crowdfunding:** If a crowdfunding platform is used, it must explain the project location, purpose, and scope and make clear that the money is being raised on behalf of the project beneficiary, not Scouting America. The beneficiary must be allowed to review the platform and must approve the Scout doing fundraising this way on the beneficiary's behalf. Only use platforms that allow you to cap the amount raised or terminate fundraising as soon as the target amount is reached. Set the cap so it doesn't exceed project expenses. Any crowdfunding fees must be documented as a project expense.
- **Contracts:** Contracts must be signed by a responsible adult, acting as an individual, without reference to Scouting America. The person who signs the contract is personally liable. Contracts must not – and cannot – bind Scouting America, the local council, or the unit's chartered organization, unless the chartered organization is the project beneficiary.
- **Prior Approval Required:** If your council requires a fundraising application, it *must* be approved before you seek donations from sources other than the exempt ones listed above. Check with your Scoutmaster to find out about local council procedures.
- **Receipts:** Any documentation given to donors such as receipts must be in the name of the beneficiary.
- **Starting Work:** Once you have all four approval signatures on your project proposal and your beneficiary and Scoutmaster approve your project plan, you *may* begin work on the project, provided you use only contributions from exempted sources listed above until the fundraising application is approved.
- **Remaining Money:** Any residual funds or resources must go to the beneficiary or a charity chosen by the beneficiary. You cannot keep them.

## FOR COUNCILS

#### Key Points:

- **Fundraisers:** Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout leadership service projects.
- **Applications:** Local councils may determine that certain kinds of fundraisers that generate small contributions from many donors, such as bake sales or car washes, do not require a fundraising application. Councils may also decide whether one fundraising application for an Eagle Scout leadership service project can cover multiple fundraisers or if the council will require a separate fundraising application for each fundraising activity.
- **Dollar Thresholds:** Councils may also establish dollar thresholds; for example, "Any effort expected to raise less than \$500 does not require an application."
- **In-Kind Donations and Discounts:** Councils may establish local rules for Scouts working on Eagle Scout leadership service projects allowing them to accept discounts on materials from named/selected retail businesses such as hardware, farm supply, or craft stores, etc., without submitting an Eagle Scout Leadership Service Project Fundraising Application or other permission form.
- **Processing:** Councils should establish and publicize local procedures for processing fundraising applications, including where to send the applications and who in the council will authorize them.
- **Accounting for Funds Raised:** Councils may establish guidelines on how funds raised to support an Eagle Scout leadership service project should be accounted for and safeguarded.
- **Unit Representative:** Councils should establish guidelines on who in a unit can sign a fundraising application on behalf of the unit.