



Girl Scouts of Minnesota and Wisconsin Lakes and Pines

Unsolicited Gift Form

If a troop receives an unsolicited gift of ten dollars or more, the Service Unit Community Coordinator and/or troop leader shall follow the procedures below:

Procedures:

- a. Request the donor to make the check payable to "Girl Scouts of Minnesota and Wisconsin Lakes and Pines" and forward the check along with this "Unsolicited Gift Form #3702" to the Development Assistant at the Waite Park Regional Center.
- b. The donor should state, in writing, for what purpose the contribution should be used.
- c. The contribution, in its entirety, will be reissued as a check and sent back to the troop/service unit as designated by the donor.
- d. Girl Scout troops that receive unsolicited donations are encouraged to allow a portion of the donation to remain with Girl Scouts of Minnesota and Wisconsin Lakes and Pines Council to help subsidize girl scholarships, programming and volunteer support.

(Please note the donor will be unable to claim the contribution as a tax deduction if it does not go through the council office.)

Enclosed is a check (unsolicited gift) received from: (Please print clearly)

Business Name _____ Donation Amount \$ _____

Contact Name _____

Address _____

City/State/Zip _____

Phone # (_____) _____

Email or web address _____

Donor's intended purpose for donated funds: _____

Please re-issue this check to:

Contact Name _____ Troop # _____ or SU # _____

Address _____ Amount \$ _____

City/State/Zip _____

Phone # (_____) _____

I understand that the check will be reissued and sent at the next scheduled check run (1-2 weeks from receipt of check). I recognize that this is the only way to protect the 501c3 status and will allow the donor to have a qualifying charitable contribution.

Submitted by _____ Date _____

Phone # (_____) _____

Mail this completed form and the check to: Girl Scouts of Minnesota and Wisconsin Lakes and Pines | Waite Park Regional Center | Attn: Development Asst, | 400 Second Ave South | Waite Park, MN 56387