

Unit Money Earning Application Submission Procedure Scouts BSA Division, Lake Erie Council

Purpose:

- To assure that the Charter Organization approves of the proposed fundraiser
- To assure that the Local Council approves of the proposed fundraiser
- To assure that the applicable Policies, Procedures, and Guidelines of the Boy Scouts of America are followed
- To assure that fundraising units are not in direct competition with each other
- To assure that direct solicitation is not being done by unit leaders and youth members

Who needs to submit a Unit Money Earning Application?

- Any unit (Pack, Troop, Crew, Team, Ship) that is raising money for unit expenses except for Council sponsored product sales (e.g. popcorn and syrup)
- Eagle Scout Service Project Fundraisers are not UNIT fundraisers, and thus, do not need to submit a Unit Money Earning Application (see Eagle Packet for proper form)
- Popcorn and any other Council sponsored product sales do NOT require the Unit Money Earning Application

Procedure after unit has determined a need for a non-Council sponsored fundraiser:

- Unit level:
 - Unit obtains and completes a copy of the Unit Money Earning Application
 - Link: <https://lecbsa.org/unit-budget-calendar-tools> or <https://filestore.scouting.org/filestore/pdf/34427.pdf>
 - Form signed by Charter Organization Representative
 - Form signed by Unit Leader
 - Form signed by Unit Committee Chair
 - Submit form to Service Area Unit Funding Specialist on the Tools Team at least 21 days prior to the proposed fundraising event
- Service Area Tools Team Level
 - Unit Funding Specialist reviews form and assists the unit with any necessary revisions
 - If the Service Area Unit Funding Specialist position is vacant, the form will be submitted to the Service Area Tools Team Lead. If that position is vacant the form will go directly to the Service Area Unit Serving Executive.
 - Unit Funding Specialist approves the form and returns a copy to the Unit no less than 14 days prior to the money earning event. They also provide a copy to the Service Area's Unit Serving Executive and Tools Team Lead
 - Service Area Unit Serving Executive provides an approved copy to LEC Office Manager – Heather McMillan

Additional Details:

- For ease of use the completed application may be scanned and emailed to the necessary parties.
- Approval authority is granted to the Service Area's Unit Funding Specialist, Tools Team Lead, and/or Unit Serving Executive
- Contact information for Service Area volunteers can be found on the LEC web site at this [link](#).