

Sponsorship/Partnership Packet



Girl Scouts of NE Kansas & NW Missouri
8383 Blue Parkway, KC, MO 64133
(816) 358-8750 Fax (816) 358-5714
www.girlscoutsksmo.org

Sponsorships

A Girl Scout Sponsor provides facilities (space) for Girl Scout activities to take place. While this is typically a school, church or community center where troop meetings take place, other examples of Sponsorships include a company who provides warehouse space for cookie delivery, or a commercial activity center that provides a place for girls to go at a discount. Sponsorships are very critical to the delivery of Girl Scouting, and recognizing their contributions is important to the continued success of the relationship.

Partnerships

A Girl Scout Partner provides more than one benefit to Girl Scouts of NE Kansas & NW Missouri. These benefits could include providing volunteers, making a financial contribution, providing supplies and/or promoting Girl Scouts to their own constituents. Like Sponsorships, these relationships need to be acknowledged and recognized in order to maintain and grow the support we receive from them.

Sponsorship Agreements and Certificates and Partnership Agreements and Certificates have been designed to clarify each party's contribution, and to appropriately recognize the support Sponsors and Partners provide girls in this community. This packet provides samples of each document and the procedures to get started.

The Bronze Award of Excellence

The Bronze Award of Excellence recognizes an existing Partnership where the contributions provided by the Partner have gone above expectations and significantly benefited Girl Scouts of NE Kansas & NW Missouri. The Bronze Award of Excellence is a certificate and is awarded by an individual staff member or volunteer at any time during the year.

Who is Responsible

The Troop Organizer typically arranges troop sponsorships and partnerships. If there is a person in the service unit who knows about or is affiliated with a perspective sponsor/partner, she or he would work with the organizer to approach them and ask for their support.

What are the Steps

- Decide who is going to arrange the meeting with the prospective sponsor/partner
- Call the appropriate representative of the organization and set up a time to meet
- Prepare for the meeting. Gather facts and statistics about Girl Scouting, outline the specific needs of the troop, anticipate questions, and be prepared with answers
- At the meeting, explain the contributions and benefits in detail, including:
 - Reasons you are asking them for support
 - What their specific duties and responsibilities are
 - What Girl Scouts' specific duties and responsibilities are
 - The timeframe of the arrangement

Sponsorship/Partnership Packet, continued

How to Request a Sponsorship/Partnership Agreement and More About The Bronze Award of Excellence

1. Once the Sponsorship/Partnership arrangements are finalized complete the Sponsorship or Partnership Agreement and send it to your Membership Manager. Include the complete and official name of the Sponsor/Partner on the form, as it should appear on the recognition certificate.
2. The Troop Organizer signs the agreement as the council representative. If this has been left blank, it will be signed by a Girl Scout staff.
3. Be sure to include all the troops that are included in the sponsorship or partnership.
4. For Partnership Agreements, check each contribution that applies on the part of both the partner and Girl Scouts of NE Kansas & NW Missouri, or add on as necessary.
5. Girl Scout Business Support will send copies for each sponsored troop, one for the sponsor/partner, and one for service unit records. The Troop Organizer's name and address needs to be included on the Agreement in order for these copies to be mailed out. One copy will also be kept at the council office.
6. The appropriate certificate will be prepared and sent to the Troop Organizer to present to the sponsor/partner at the appropriate time and place.
7. Refer to Bronze Award of Excellence criteria and the procedures for presenting the award to Girl Scout Partners.
8. The Sponsorship and Partnership Agreements and the Bronze Award of Excellence forms can be found on the council Web site (www.girlscoutsksmo.org), under *What Can I Do?/Be A Partner*.