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Letter for Solicitation of Materials

Girl Scout Gold Award

Girls wishing to solicit donations of supplies from businesses and organizations for their Gold Award project must complete and use this form to do so.

**Important Reminders:**

* Review the entire letter. Fill in all the blank spaces and remove all extra lines underlining the text.
  + Be sure to list the quantity and size of the items you are requesting, if applicable.
  + Be sure to also add your signature, typed name, and address to the bottom of the letter.
  + Do not revise any other section of the letter.
* Please only use this form to request donations of supplies needed for your project.
  + Note that you cannot seek or accept cash donations from the general public. Do not use this form to ask for donations of cash.
  + You also cannot request donations of gift cards; however, you may accept gift cards if they are offered to you.
* Before submitting to the business, review your completed letter for spelling mistakes, grammar mistakes, and general editing. If possible, ask another person to help proofread the letter.
* Keep a copy of each letter you use as a record for your Final Report.

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\_\_Date\_\_

Store Manager’s name

Name of Business

Address

City, State Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am in \_\_\_\_ grade at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and a Girl Scout in Girl Scouts of Eastern Pennsylvania, Troop # \_\_\_\_\_\_\_. I am presently working on my Gold Award, the highest award in Girl Scouting. For my Gold Award project, I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which will benefit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In order to complete this project, I will need some materials. Perhaps you can help. The list of items that I need includes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I greatly appreciate any assistance you can provide to help make my project a success. Girl Scouts of Eastern Pennsylvania is a 501(c)(3) non-profit organization. If you have any questions you may contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Should you need to contact GSEP, please contact the Highest Awards Team at girlawards@gsep.org. Thank you.

Sincerely,



Your name

Your street address Kim E. Fraites-Dow

City, State Zip Code CEO, Girl Scouts of Eastern Pennsylvania