

Funding the Fun



Contact Customer Care

888-623-1237

customercare@girlscouts-gsci.org

girlscouts 
of central illinois

What you Need to Know About Troop Finances

Open a Bank Account — As a Troop Leader, you and one more volunteer that has passed a background check administered by Girl Scouts of Central Illinois should establish a bank account for collection of troop dues (optional), payment of troop supplies and activities and product sales revenue (Fall Product and Cookie programs). This account should be opened by following the Establishing a Troop Bank Account Process. Every troop account requires 2 signers and the CEO and CFO are to be on every account set up with GSCI's FEIN number. The council will do random audits of troop bank accounts in order to maintain the integrity of the troop balance.

Financial Assistance — Other financial assistance is available for uniform components and camps, and can be requested online at getyourgirlpower.org.

Tax Exemption — As a 501(c)3 nonprofit, volunteers can use the GSCI tax exempt form when purchasing supplies and materials for Girl Scout troop use. The tax-exempt form is found at getyourgirlpower.org.

Funding the Fun!

Girls have some big ideas about what they want to do in Girls Scouts - and as a Troop Leader, you will guide them on how to plan and budget for those ideas. How do you do this?

Troop Dues — Many troops decide to collect troop dues as a way to help provide start-up funds for troop activities and supplies. These could range from \$1-\$2 per meeting to \$30-\$40 for the entire school year paid all at one time. It's completely up to each troop to decide what works best for them to support the activities they want to do.

Money-earning Activities — The Fall Product (October) and Cookie (February-March) programs are the primary money-earning activities for a troop. You will learn all about these fantastic programs in a separate training when the time is right. If a troop participates in these programs, they may also decide to plan an additional fundraising activity. These additional fundraisers must be approved by completing the Permission for Troop Money Earning Projects form at getyourgirlpower.org.

Managing Your Troop's Funds

Remember, Girl Scout funds are girl-earned and girl-spent. How the funds are used is a decision made by the entire troop, not just the leaders, parents, or a few select girls from the troop. It is also important to know that troop funds belong to the entire troop and cannot be earmarked for individual girl use. Funds can be used to purchase badges and patches, Journey and guide books, uniform components, pay for celebrations and ceremonies, community service projects, field trips, and more. Let the girls come up with some ideas and then have the troop vote.

As the girls begin to spend their troop's funds, you or the volunteer responsible for the troop finances has a responsibility to keep track of the receipts and expenses. All income and expenses must be reported by June of each Girl Scouting year using the finance tab in the Volunteer Toolkit. Copies or originals of bank statements and receipts will be submitted, so be sure to save them throughout the year. Girl Scout Troop Leaders should report out to troop parents about finances at least three times per year.

Money FAQs

Our three most frequently asked-about troop finance topics:

Opening a bank account. New troops will need to set up a bank account to collect dues, pay for troop supplies and activities, and collect product sales revenue. Volunteer Essentials breaks down the process for you. You can also contact your Membership Team.

Financial assistance. Finances shouldn't stand in the way of a Girl Scout's participation. Any girl needing financial assistance for membership can request it as part of the online member registration process. Other financial assistance is available for uniform components, events, and camps, and can be requested.

Tax exemption. Councils are 501(c)(3) nonprofits, so take advantage of your council's tax-exempt form when purchasing supplies and materials for Girl Scout troop use. Your Membership Team member will provide you with a copy.



Girl Scout Membership Assistance

All fields must be completed for application to be processed. All information on this application is treated confidentially.

Please complete one form for each person requesting membership assistance.

Please review the following guidelines before completing the form:

Girl Scouts of Central Illinois is committed to helping all girls participate in Girl Scouting. Membership Financial Assistance awards a one-year membership to Girl Scouts of Central Illinois (October 1 - September 30).

Eligibility:

Eligibility is based on the information provided in application.

- Families with debts to the council are not eligible for financial assistance.
- Once an individual has received financial assistance, participation in the Product Program is strongly encouraged before considering any subsequent scholarship requests.
- Adult membership financial assistance is available for first-year troop leaders only.

Requesting Financial Assistance:

Parent/Guardian communicates a request for financial assistance to their child's troop leader who determines if troop funds are available for membership registration. If troop funds are not available, Girl Scouts of Central Illinois will assist until all allotted funds are exhausted.

Girl Scouts of Central Illinois qualification guidelines for Membership Assistance are the same as the federal school lunch program. If your family qualifies for free or reduced price school lunch, your family will qualify for financial assistance from Girl Scouts of Central Illinois.

Free & Reduced Lunch Guidelines

Annual household income (before taxes) that is below the following amounts:

- Household size 1: Max income per year = \$23,107
- Household size 2: Max income per year = \$31,284
- Household size 3: Max income per year = \$39,461
- Household size 4: Max income per year = \$47,638
- Household size 5: Max income per year = \$55,815
- Household size 6: Max income per year = \$63,992
- Household size 7: Max income per year = \$72,169
- Household size 8: Max income per year = \$80,346

*For households with more than eight people, add \$8,177 per additional person.

Troop Number _____

Service Unit Number _____

Program Grade Level (circle one) DA BR JR CA SR AM

Girl Name _____

Street Address _____

City _____ State _____ Zip Code _____ County _____

Parent/Guardian Name (first and last) _____

Relationship to Girl _____

Email _____

Parent/Guardian Name (first and last) _____

Relationship to Girl _____

Email _____

Number of People in Household _____

Number of Dependents in Household _____

Number of Adults in Household _____

Did Girl Scout participate in most recent Fall Product program? Yes No

Did Girl Scout participate in the most recent Cookie program? Yes No

Did Girl Scout earn Cookie Dough? Yes No

If you answered yes to earning Cookie Dough, how was the Cookie Dough used?

If Girl Scout did not participate in one or both of the programs, please explain why?

Number of People in Household _____

Number of Dependents in Household _____

Number of Adults in Household _____

Yearly Total Household Gross Income (Please include salaries, child support, social security, investments, financial assistance, etc.) _____

Please list any additional information about expenses or circumstances that affect household/family income.

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Which portion of the membership fee are you able to contribute? (circle one) \$15 \$10 \$5

Payment must be made at the time of completing financial assistance form. We accept cash, check and credit/debit card.

Payment Information: Debit/Credit Card – Mastercard/Visa/Discover

Name on Card _____

Address (associated with the card): _____

City _____ State _____ Zip Code _____

Card # _____ Expiration Date _____ CVV# _____

I certify that all information in this application is true and accurate to the best of my knowledge.

Signature _____ Date _____



Uniform Assistance Guidelines

Girl Scouts of Central Illinois offers financial assistance for the following:

1. Membership Assistance

- If girls/adults need financial assistance with the annual membership registration fee of \$25, a separate Membership Assistance Form is required, along with the completed Girl or Adult Registration form.

2. Uniform Assistance

- GSCI will provide financial assistance for a girl's uniform and/or books based on the girl's level of need, participation with the troop, troop finances, and a statement from the leader or parent expressing the need.
- The certificate for either \$10 or \$20 (depending on need) will be released once each month to those who qualify, and will have a firm expiration date listed on the certificate.
- You must have the certificate in-hand when making the purchase. We will not be able to reissue certificates.
- Girls who qualify for uniform assistance will only be able to receive uniform assistance once every two years.

Uniform assistance can only be used for the following items:

- American Flag Patch
- Girl Scout Membership pin
- World Trefoil pin
- GSUSA Council ID set
- Troop Numbers
- Tunic, Sash, or Vest
- Journey Books

To receive financial assistance, you must complete the entire Uniform Assistance Application. Please complete one application for each girl. We cannot accept an application with multiple girls listed. Information on the application is confidential and is shared only with the Girl Scouts of Central Illinois staff, the troop leader, the applicant, and her family.

- Parents: Please complete the Parent/Guardian portion, sign, and return the form to your leader. If your daughter is a Juliette or Individually Registered Girl Scout (IRM), submit the form directly to your local Service Center.
- Leaders: Please complete the leader portion, check for accuracy, and return the completed form to your local Service Center.



Uniform Assistance Application

To be completed by troop leader:

Troop # _____ Number of Girl Scouts in troop _____ Service Area # _____

This applicant is a Daisy Brownie Junior Cadette Senior Ambassador

Troop Bank Account# _____ Current Bank Balance \$ _____

Bank Name and Location _____

In which council-sponsored programs has the Girl Scout participated?

Cookie Program Fall Product Program

Leader's Name _____ Phone Number _____

Address _____ City, State, Zip _____

E-mail _____

Please explain why the troop is unable to pay for this Girl Scout's uniform and/or books. _____

Would you like the gift certificate to be issued to: Troop Leader Parent/Guardian

To be completed by parent/guardian requesting assistance:

Child's Full Name _____ How long has child been a Girl Scout? _____

Parent/Guardian's Name requesting assistance _____

Address _____ County _____ City, State, Zip _____

Phone _____ E-mail _____

Does your child receive free or reduced lunch? Free Reduced Neither

How many troop meetings/council-sponsored events has your child attended in the past year? _____

Please include any information you believe is pertinent to your family's request for assistance. _____

Parent/Guardian Signature

Date

By signing this form, I understand that both the parent/guardian and Girl Scout leader may be notified of the items received through financial assistance.

Please note: Reimbursements will not be given for items that were bought prior to financial assistance approval.

Submit all complete forms to your local GSCI Service Center.

Revised: October 2022





Establishing a Troop Bank Account

Dear Girl Scout volunteers,

Opening a bank account is one of the first steps in getting your Girl Scout troop up and running. We want that experience to be a simple and convenient one for you as a volunteer. Girl Scouts of Central Illinois requires you to use the following financial institutions or their subsidiaries, with which we have close relationships, for several reasons:

- We have done business with these institutions and they are familiar with Girl Scout culture and language, which will make it easier for you.
- We have pre-screened these institutions and know that they have either low or no costs, they allow debit cards, and they have a shorter turnaround time for processing the paperwork.

Bank Name	Service Areas Covered
Bank of America	20, 24
Bank of Springfield	16, 17, 18, 24, 27, 127
Better Banks	31, 33
Busey Bank	3, 4, 5, 8, 9, 10, 11, 12, 13, 31, 34,
CEFCU	9, 10, 16, 17, 28, 31, 33, 34, 35, 36
Commerce Bank	9, 10, 31, 32, 34
First Bankers Trust Company	22, 23, 24
First Mid-Illinois	4, 6, 12, 13, 19
First National Bank of Catlin	2
First National Bank of Dwight	8
First State Bank	7, 9, 30
Heartland Bank & Trust Company	3, 4, 8, 9, 10, 23, 24, 31, 32, 36
Hickory Point Bank	4, 12, 17, 18, 124
Illini Bank	9, 10, 14, 15, 16, 17, 19
Illinois National Bank	15, 16, 17, 18
Iroquois Federal Savings and Loan	1, 2
Litchfield National Bank	20
Marine Bank	16, 17, 18
Marseilles Bank	7
Mercantile Trust & Savings Bank	24, 26
Morton Community Bank	23, 31, 32, 33, 36
PNC Bank	4, 9, 10, 12, 16, 17, 18, 27, 31, 32, 33, 34, 35, 36
Regions Bank	4, 11, 12, 15, 17, 19
State Bank of Graymont	8, 88
Tompkins State Bank	28
Town and Country Bank	12, 15, 16, 17, 18, 24, 124
Triumph Community Bank	14, 28





United Community Bank

16, 17, 18, 20, 21, 25, 29

To Start a NEW Troop Account:

When you are choosing a bank from the approved list, follow these steps when opening your new bank account:

1. Take the Authorization Letter to the bank of your choice to open a non-business account.

Your account and signature card should read:

Girl Scouts of Central Illinois

Troop # _____ (You should have received this at your new leader orientation)

The Council FEIN # is 37-0681529.

2. You will need the following information to start your account, so please have it for your two signers (registered, non-related adults, not living in the same household):
 - Name
 - Complete mailing address
 - Home/ Work phone numbers
 - Social security numbers
 - Driver's license or state ID number
3. The bank will prepare a signature card for you. **The account must have two troop signers on the signature card (e.g. troop leader and assistant troop leader).**
4. Complete the Authorization Agreement for Direct Payment (ACH) form.
 - Include voided starter check from bank with routing and account numbers.
5. The bank will send a copy of the signature cards to the council.
6. If you have any questions regarding the approved bank list, please contact Susan Riggans, Accounting Clerk, at 217-523-8159 ext. 1402 or sriggans@girlscouts-gsci.org.

Please note that any time a signer on the bank account changes, steps 3-5 should be repeated.





August 23, 2021

To Whom It May Concern:

Girl Scouts of Central Illinois authorizes ____&____, as troop leaders, to open a troop bank account with the following F.E.I.N. # 37-0681529. The account must have two troop signers (e.g. troop leader and assistant troop leader) unless we authorize the account to temporarily have one troop signer. *The council Chief Executive Officer and Chief Administrative Officer must also have access to GSCI bank accounts. Please refer to our Board Resolution letter signed by our Board President.* However, if you require the council members to sign the signature cards to have access to the account, please have the leaders sign the paperwork first and mail it to our main office for council signatures (address is below).

Bloomington Service Center
3 Westport Court
Bloomington, IL 61704-3626

This Account is to be used solely for Girl Scout troop business. Personal use of funds is prohibited and will result in legal action. GSCI detailed audits on troop bank accounts will be on a regular basis.

Champaign Service Center
2001 Round Barn Road, Suite C
Champaign, IL 61820-7328

The account should be opened as follows:

Girl Scouts of Central Illinois Troop # ____

Decatur Urban Program Center
1170 E. Pershing Road
Decatur, IL 62526-4727

Ideally, the account would also have the following:

Peoria Service Center
1103 W. Lake Avenue
Peoria, IL 61614-5935

- No fees assessed monthly, per deposit or per check transaction
- No minimum deposit needed
- No overdraft protection
- Debit cards allowed for leader and co-leader
- Only one signature required for any checks written
- Online access for all signers
- Free/discounted checks

Springfield Service Center
3020 Baker Drive
Springfield, IL 62703-5918

GetYourGirlPower.org
CustomerCare@girlscouts-gsci.org
or 888-623-1237

Please send the signature card to the following address for record keeping below. In regards to bank statements and notifications, please send to the leader's address.

Girl Scouts of Central Illinois
ATTN: Finance Department
3020 Baker Drive
Springfield, IL 62703

If additional information is required please contact me at 217-241-3746.

Sincerely,

Jill Wilmot

Chief Administrative Officer
Girl Scouts of Central Illinois



BOARD OF DIRECTORS RESOLUTION

WHEREAS, the Board of Directors of Girl Scouts of Central Illinois_(the Employer) has assembled electronically on this 7th day of April 2020;

WHEREAS, the Employer established two signers for the purpose of the Employer’s investment and banking accounts; and

WHEREAS, the Employer has resolved that the signers on the investment and banking accounts are Pamela Kovacevich, Kelly Day and Jill Wilmot.

NOW, THEREFORE, BE IT RESOLVED THAT:

- Pamela Kovacevich, Chief Executive Officer; Kelly Day, Chief Operating Officer; and Jill Wilmot, Chief Administrative Officer are hereby provided signatory authorization for the Employer’s investment and banking accounts. They shall be authorized to:
 - a) sign checks in accordance with the Employer’s financial policies,
 - b) direct the financial institution(s) to effect wire transfers, or ACH transactions,
 - c) open and close banking and investment accounts in accordance with the Employer’s financial and investment policies,
 - d) transfer banking and investment funds, and
 - e) request and receive information about any banking or investment account,
 - f) for investment transactions greater than \$1,000, two signatures shall be required.

The undersigned, Jan Schramm, Board President of the Employer hereby certifies that the foregoing resolutions were duly adopted by the Board of Directors on the 7th day of April, 2020, and that the documents attached thereto are the true copies of the documents referenced in those resolutions.

Bloomington Service Center
3 Westport Court
Bloomington, IL 61704-3626

Champaign Service Center
2001 Round Barn Road, Suite C
Champaign, IL 61820-7328

Decatur Urban Program Center
1170 E. Pershing Road
Decatur, IL 62526-4727

Peoria Service Center
1103 W. Lake Avenue
Peoria, IL 61614-5935

Quincy Service Center
3837 Eastlake Centre Drive
Suite 400B
Quincy, IL 62305-5804

Springfield Service Center
3020 Baker Drive
Springfield, IL 62703-5918

GetYourGirlPower.org
CustomerCare@girlscouts-gsci.org
or 888-623-1237

Digitally signed by Janice Schramm
DN: cn=Janice Schramm, o=Girl
Scouts of Central Illinois, ou=Board
Chair,
email=janice.schramm@hickorypoin
tbank.com, c=US
Date: 2020.04.13 14:13:14 -05'00'

Jan Schramm, Board President

April 7, 2020

Date



Bank Account and ACH Agreement

TO BE COMPLETED BY TROOP LEADER – COMPLETE and SUBMIT FORM ANNUALLY TO MEMBERSHIP SPECIALIST

Return this form to Girl Scouts of Central Illinois (GSCI) **within two weeks** of opening an account, or any time signers' change or the bank account information changes. *Retain a copy for your records and annual review.*

Account Information Troop # _____ Service Unit # _____

Check this box if your banking information is the same as the last time you submitted your ACH Agreement. Complete the shaded items. (THANK YOU)

(If this is a new form or your banking information has changed, please complete the entire form. THANK YOU)

Name of Financial Institution _____ Branch _____

Address _____ Phone _____

City _____ State _____ Zip _____

ACH/Routing #(nine digits) _____ Account Number _____

Attach voided check or deposit slip(needs to include above info)or place below, copy &complete

Girl Scout funds must be deposited in a non-interest-bearing **checking** account using the Federal Tax Identification Number 37-0681529 under the name of **Girl Scouts of Central Illinois Troop # _____** using a **leaders address** (not council).

Two unrelated registered and background checked Girl Scout adults affiliated with the troop/group shall be authorized signers on the account, but only one signature shall be necessary to withdraw funds. The Council will provide this Bank Account and ACH Agreement annually or when opening or making changes to a Girl Scout account.

By signing below we agree to the following statements and verify that we are registered Girl Scouts and authorized signers on the account listed above. We understand this account is only for the purpose of Girl Scouts and is not for personal use. We understand that GSCI will have access to all records pertaining to this account and the authority to close this account when in the best interest of the troop or GSCI. We hereby authorize GSCI to initiate debit and credit entries and if necessary, correction and adjustment entries to the account at the financial institution listed. GSCI will inform your troop about any transactions made.

Print Name _____ Print Name _____

Address _____ Address _____

City,State, ZIP _____ City,State, ZIP _____

Phone () _____ - _____ Phone.() _____ - _____

Email _____ Email _____

ONLY ONE SIGNATURE NEEDED _____ **Date** ____ / ____ / ____



Bank Account and ACH Agreement

TO BE COMPLETED BY TROOP LEADER - PLEASE SUBMIT FORM ANNUALLY TO MEMBERSHIP SPECIALIST.

Return this form to Girl Scouts of Central Illinois (hereinafter called GSCI or Council) within two weeks of opening an account, or any time signers' change or the bank account information changes. Completed form should be returned to your Membership Specialist.

Account Information

Troop# _____ Service Area _____
 Name of Financial Institution _____ Branch _____
 Address _____ Phone _____
 City _____ State _____ Zip _____
 ACH/Routing Number _____ Account Number _____

Account type must be checking. Set up the account with the title of Girl Scouts of Central Illinois, Troop# _____

Girl Scout Finance Agreement

Girl Scout funds must be deposited in a non-interest-bearing account at a financial institution under the name of Girl Scouts of Central Illinois, Troop# _____ using Federal Tax Identification Number 37-0681529.

Two unrelated registered Girl Scout adults affiliated with the troop/group shall be authorized signers on the account, but only one signature shall be necessary to withdraw funds. **We understand this account is only for the purpose of Girl Scouts and is not for personal use.** Furthermore, we understand that GSCI will have access to all records pertaining to this account and the authority to close this account when in the best interest of the troop or Council. The Council will provide this Bank Account and ACH Agreement when opening or making changes to a Girl Scout account. Pertaining to ACH debits and credits, we hereby authorize GSCI to initiate debit and credit entries and, if necessary, correction and adjustment entries to the troop account at the financial institution listed.

⇒ ATTACH A VOIDED CHECK FOR THIS ACCOUNT.

By signing below, we agree to these terms and verify that we are registered Girl Scouts and authorized signers on the account listed above.

Date: _____	Date: _____
Signature _____	Signature _____
Print Name _____	Print Name _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP _____
Phone (_____) _____	Phone (_____) _____
Email _____	Email _____

Return this original form to the Council, retaining a copy for Girl Scout troop/group, bank records and annual review.



Troop Budget Worksheet

Troop Number:	Service Area:	Program Age Level: D B J C S A
Leader's Name:	Email:	Phone:
Name of Person completing report:		

Balance as of last report: \$ _____

Income:

Membership registration fee \$ _____

Troop Dues \$ _____

Fall Product Activity \$ _____

Cookie Sale Activity \$ _____

Other money earning projects \$ _____

Other money earning projects \$ _____

Miscellaneous \$ _____

Total income: \$ _____

Expense:

Membership registration fee \$ _____

Outdoor activities (camping, cookouts, etc.) \$ _____

Craft supplies \$ _____

Other activities \$ _____

Badges, pins, patches, etc. \$ _____

Service Area event fees \$ _____

GSCI event/activity fees \$ _____

Miscellaneous \$ _____

Total expense: \$ _____

Balance on Hand: \$ _____

Bank Name: _____ Phone Number: _____

Checking Account Number: _____ Savings Account Number: _____

Bank Account Signatories: 1. _____ 2. _____

3. _____ 4. _____



Permission for Troop Money-Earning Project

Complete form and return to your Membership Specialist at your service center.

Service Area _____ Troop # _____ Grade Level _____ # of girls _____

Leader's Name _____

Address _____ City _____ Zip _____

Home Phone # _____ Cell Phone # _____

Date of proposed Troop Money-Earning Project _____

Amount of product sale proceeds	Fall Products Activity	\$ _____
	Cookie Program	\$ _____
	Other income to date	\$ _____

Troop Budget

Balance on hand \$ _____

Anticipated income for the rest of the year \$ _____

Income from Troop Money-Earning Project \$ _____

Total Income \$ _____

Estimated expenses for the rest of the year \$ _____

Balance \$ _____

Reason for Troop Money-Earning Project:

Brief description of Troop Money-Earning Project and who is involved:

How does the Troop Money-Earning Project benefit the girls with this experience and fit with your overall troop program?

If you are unable to raise enough money to finance your event do you have alternate plans?

Yes No Please explain:

I have read Chapter 6: Managing Group Finances of *Volunteer Essentials* (Money-Earning Basics) section and I will try to the best of my ability to adhere to these policies and guidelines.

Volunteer's Signature _____ Date _____

For council use only:	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date notified _____
Membership Specialist _____	Date _____	



Guidelines for Charitable Contributions

Although money-earning is the primary way Girl Scout troops obtain financial resources, there are occasions when troops receive unsolicited charitable donations. We understand that it can be confusing as to what a troop can accept. We hope that the following will clarify, as we simplify, this process. We remind you that Girl Scouts may not participate in direct solicitation of monetary donations, and must follow specific guidelines for money-earning activities. As always, we encourage you to contact the Fund Development Department if you have any questions or need assistance.

Girl Scouts of Central Illinois is incorporated as a 501(c)(3) non-profit organization. The Council is a distinct legal entity and the only entity with tax exemption. Under IRS regulations, troops and service units of Girl Scouts of Central Illinois are *subdivisions* of the Council and do not have a separate legal status. These and other requirements and procedures exist in order to safeguard the non-profit status of Girl Scouts of Central Illinois and comply with all IRS regulations regarding charitable contributions.

All monetary donations from any source, public or private, including monies associated with volunteer hours, received by a troop, service unit, or other subordinate entity of Girl Scouts of Central Illinois are subject to the following requirement. This requirement does not apply to approved money-earning activities.

Gift of \$250 or less:

The troop or service unit may accept the donation and deposit an amount of \$250 or less into their troop or service unit bank account for the purpose of supporting Girl Scout activities. The troop or service unit should acknowledge the donor in a letter of appreciation specifying the date, amount received and intention to use the funds to support the Girl Scout mission. Gifts made directly to troops/service unit or other subordinate entities are not tax-deductible.

Gifts over \$250

All donations over \$250 must be forwarded to the Girl Scouts of Central Illinois' Fund Development department and will be processed and distributed in accordance with the following. In each case, GSCI will acknowledge the donor, GSCI shall return to the troop or service unit up to 50% of the donation. Girls must participate in both Council-sponsored product sales activities to be eligible for these funds and should complete the attached Request for Contribution form to access these funds.

FORM W-9 REQUESTS - When a business or organization making a contribution requests that this be completed, they are requesting a taxpayer ID number for purposes of reporting a charitable contribution to the IRS. As specified above, individual troops, service units are not legal holders of the not-for-profit status and a completed W-9 will not be provided for donations directly to troops/service units.



GSCI Money Earning Do's and Dont's

Do

Appropriate Fundraising Activities

- Craft and Bake sales: girls make crafts/baked goods and sell to earn troop funds
- Plant sales: girls collect seeds, grow plants and sell
- Collections/Drives: cell phones, ink cartridges for refurbishment, food drives for pantries or animal shelters
- Food/Meal Events: themed meals (if girls are earning money for travel, tie the meal to their destination)
- Service(s): service-a-thon (people sponsor a girl doing service; funds go to support trip); babysitting for community events, raking leaves, weeding, shoveling snow, walking pets

Don't

Inappropriate Fundraising Activities

- Engage in any direct solicitation for money. (the exception is Girl Scout Seniors and Ambassadors, who may solicit philanthropic donations to their councils of cash or in-kind goods for Girl Scout Gold Award projects)
- Partner with restaurants or businesses and receive a portion of their proceeds
- Raise or collect funds for other organizations (i.e. ringing bells for Salvation Army)
- Sell gift cards, coupon books or candy bars for other organizations or businesses
- Do product demonstration parties: Pampered Chef, Mary Kay, etc. as a fundraiser
- Engage in games of chance (raffles, drawings, lotteries)
- Sell or endorse commercial products
- Allow girl names in their Girl Scout capacities to be used in advertising testimonials directly or indirectly endorsing any other product or service
- Go door-to-door selling materials other than council-sponsored products



Request for Contribution Forms

Girl Scouts of Central Illinois provides grant opportunities to help local units fund special activities. A portion of funds received by Girl Scouts of Central Illinois as a result of grant programs recognizing volunteer service or as designations to troops or local units may be granted back to the troop or local unit in accordance to IRS regulations. Complete this form and return to it to your Membership Specialist at your service center to request contribution funds.

Troop / Service Area Information

Service Area _____ Troop # _____ Age Level _____ No. of girls _____
 Volunteer's Name _____
 Address _____ City _____ Zip _____
 Home Phone # _____ Cell Phone # _____ Email Address _____

Contributing Organization Information

Contributing Organization Name _____
 Address _____ City _____ Zip _____
 Contact Name _____ Phone _____
 Email _____ Amount of Contribution \$ _____

Financial Information

Product Activity proceeds	Fall Product Activity	\$ _____
	Girl Scout Cookie Activity	\$ _____
Other income to date		\$ _____
Troop Budget		
	Balance on hand	\$ _____
	Income anticipated for the rest of the year	\$ _____
	Amount requested from contribution	
	(Up to half of contribution amount, maximum of \$250)	\$ _____
	Total Income	\$ _____
	Estimated expenses for the rest of the year	\$ _____
	Balance	\$ _____

(continued on next page)

Please detail how the requested funds will be used by the Troop or Service Area.

Please explain how these funds will enhance the girls' Girl Scout experience and contribute to the Girl Scout mission of girls leading with courage, confidence and character to make the world a better place.

Volunteer's Signature _____ Date: _____

Please note: Completion of this application is not a guarantee that funds will be granted.

For council use only: Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Date notified _____
Membership Specialist _____ Date _____

Girl Scouts of Central Illinois
3020 Baker Dr., Springfield, IL 62703
888-623-1237 (TF) 217-523-8321 (F)
www.girlscouts-gsci.org



In-Kind Contribution Form

Service Center: _____

Donor Information:

Company/Business/Individual _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

In-kind Contribution made for:

General Operations (list department) _____

Program/Grant/Event Title _____

Service Center _____

Service Center Address _____

Camp Name (if applicable) _____

Description of Item(s) and/or Service(s)

Fair Market Value of Donated Materials/Facilities/Services/Equipment \$ _____

Date of Donation _____

Received By _____ Date _____

Acknowledgement Sent Date _____

****Keep one copy for service center records. Attach documentation to the original form and send to Accounting Supervisor in the Finance Department.*

For office use only:

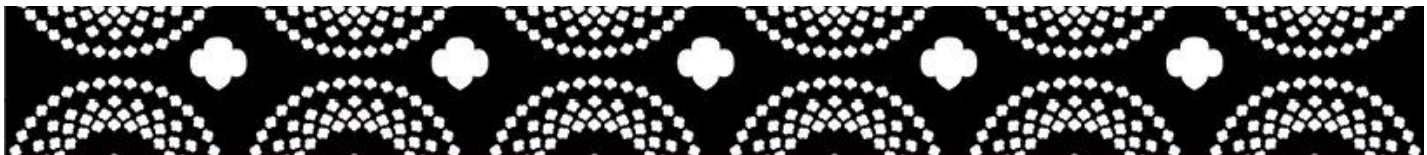
G/L Code: _____

Department Code: _____

Activity Code: _____

Source Code: _____

Location Code: _____





Annual Troop Finance Report

Troop Number _____

The council will need a new ACH Troop Bank Account Agreement along with a voided check, deposit slip, or bank statement annually for your troop bank account. If you have not done this please contact your Membership Team at 888-623-1237 or customer care@girlscouts-gsci.org. The Annual Troop Finance Report is due by June 15. We require this information annually to ensure our records are accurate. We are required to conduct a certain number of troop audits per year.

Income

If there is no value for an item, write 0 in the field.

Membership Fee	_____
Troop Dues	_____
Activity/Event Fees Collected	_____
Fall Product Total Deposit	_____
Cookie Program Total Deposit	_____
Income	_____
Troop Money-Earning Projects	_____
Donations Received	_____
Other Income Received	_____
Total Income	_____

Expenses

If there is no value for an item, write 0 in the field.

Membership Fee	_____
Council-Sponsored	_____
Activities/Events	_____
Other Non-Council Group Activities	_____
Fall Product Total ACH to Council	_____
Cookie Program Total ACH to Council	_____
Troop Supplies	_____
Uniforms, Badges, Patches, Books	_____
Donations Made by Troop	_____
Other Expenses	_____
Total Income	_____

Submit the Troop Finance Report by June 15

For the troop year-end report we need the following:

1. Completed Annual Troop Finance Report
2. Troop bank account statements - October 2020 thru May 2021
3. A new ACH Troop Bank Account Agreement from for the new Girl Scout year

As a routine process of auditing Girl Scout troop bank accounts, we may be contacting you for additional information, as well as, bank statements and/or receipts. Please keep all the troop receipts for 12 months after submitting your troop finance report.

Bank Information

Checking Account Required

Bank Name _____
Branch Name _____
Last 4 Account Numbers _____
Signers on Checking Account _____
First and Last Name Signer 1 _____
First and Last Name Signer 2 _____

Financial Summary 2019-2020

Starting Balance _____
Income _____
Expenses _____
Ending Balance _____

Council Notes and Questions for Troop

Troop Status

What is the status of your troop for the next membership year?

- Returning
- Merge with another troop
- Disbanding
- Not Sure

Note for all troops:

Acceptable uses for troop funds: Girl Scout required training, membership fees, background check fees, troop supplies, additional Girl Scout Insurance, badges/uniforms/patches, program fees, food/snacks for troop meetings/activities. If you have questions or need more clarification, please contact your Member Support.

Girl Scout Membership - Girl Member

Join the global Movement of Girl Scouts

Membership Year: October 1, 2022 – September 30, 2023

Return this registration form, along with the applicable GSUSA membership dues, to your local council. Dues are not refundable or transferable to another person. Register online today at GetYourGirlPower.org!

Check one: New Member Renewing Member
Participation: Troop Member Troop # _____ Non-Troop Member

MEMBER INFORMATION

Name: First _____ Middle _____ Last _____
 Address _____ Apartment _____
 City _____ State / Zip Code _____ Home Phone _____
 Girl Cell Phone (only if 13 and older) _____ Girl Email Address (only if 13 or older) _____
Date of birth (mm/dd/yyyy): ____/____/____ **Number of years as a Girl Scout:** ____ **School grade in Fall 2022:** ____
Name of school in Fall 2022: _____

DEMOGRAPHICS

Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the U.S. Census Bureau), you ensure support and funding for Girl Scouts in your community. Hispanic/Latina is defined as an ethnicity, not a race, and therefore is reported separately. This information is used for statistical purposes only.

Race/Ethnicity (Check all that apply):
 American Indian or Alaskan Native Hawaiian or Pacific Islander Other (Please specify) _____
 Asian White _____
 Black or African American Hispanic or Latino/a I choose not to share at this time.

PARENT/CAREGIVER INFORMATION

Primary Parent/Caregiver Name: First, Middle, Last _____
 Gender: Male Female I choose not to share at this time.
 Address Address is same as girl's _____
 Home Phone _____ Business Phone _____ Date of birth (mm/dd/yyyy) ____/____/____
 Cell Phone _____ Email Address _____
 Secondary Parent/Caregiver Name: First, Middle, Last _____
 Gender: Male Female I choose not to share at this time.
 Address Address is same as girl's _____
 Home Phone _____ Business Phone _____ Date of birth (mm/dd/yyyy) ____/____/____
 Cell Phone _____ Email Address _____

ACCEPTANCE

The Girl Scout Promise
On my honor, I will try:
 To serve God and my country,
 To help people at all times,
 And to live by the Girl Scout Law.

When making the Girl Scout Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God."

Media Permission
 I give consent on my behalf and on behalf of the person I am registering to be interviewed, photographed, videotaped, or electronically imaged when participating in Girl Scout activities for use in promotional materials, news releases, or other published formats by my local Girl Scout councils and/or Girl Scouts of the USA. The images will be the sole property of my local Girl Scout council and/or Girl Scouts of the USA. I and my heirs, successors and assigns hereby release and hold harmless my local Girl Scout council and Girl Scouts of the USA from any claim arising from the use of these materials.

The Girl Scout Law
I will do my best to be
 honest and fair,
 friendly and helpful,
 considerate and caring,
 courageous and strong, and
 responsible for what I say and do,
 and to
 respect myself and others,
 respect authority,
 use resources wisely,
 make the world a better place, and
 be a sister to every Girl Scout.

Acknowledgements
 I/We acknowledge that the registrant will accept and abide by the Girl Scout Promise and Law and the registrant has permission to join Girl Scouts.
 By checking this box, I agree to receive recurring automated and personalized marketing text messages and calls about Girl Scouting, promotions, and other ways to get involved, from my local Girl Scout council and Girl Scouts of the USA, at the phone number(s) provided. Consent is not a condition of membership.

Signature of Parent/Caregiver _____ Date _____ Signature of Parent/Caregiver _____ Date _____

GIRL SCOUT MISSION
 Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

MEMBERSHIP OPTIONS
Annual Membership
 Annual dues: \$25
 Membership will be valid from October 1, 2022 through September 30, 2023.

YES! I would like to make a donation today that directly benefits girls in our area. Enclosed is my tax-deductible donation.
 Check one:
 \$500 \$250 \$150
 \$100 \$50 \$25
 Other \$ _____

PAYMENT INFORMATION
 Membership Dues: \$ _____
 Donation: \$ _____
Total Attached: \$ _____
 Cash Check*
 Amex Discover
 Visa MasterCard
 Requests Financial Assistance

Name on Credit Card _____
 Credit Card # _____
 Expiration Date _____ CVV Code _____

Signature _____
 Date _____
 *Make checks payable to Girl Scouts.

ADMIN USE
 Council code: _____
 Service unit/team: _____

Girl Scout Membership - Adult Member

Join the global Movement of Girl Scouts
Membership Year: October 1, 2022 - September 30, 2023

Return this registration form, along with the applicable GSUSA membership dues, to your local council. Dues are not refundable or transferable to another person. Register online today at GetYourGirlPower.org!

Check one: New Member Renewing Member Lifetime Member
Participation: Troop member Troop # _____ Non-troop member

CONTACT INFORMATION

Title or salutation: Mrs. Ms. Miss Mr. Dr. Other: _____

Name: First _____ Middle _____ Last _____

Address _____ Apartment _____

City _____ State _____ Zip Code _____

(_____) _____
Home Phone Work Phone

(_____) _____
Cell Phone Email Address

Date of Birth (mm/dd/yyyy) ____/____/____ Gender: Female Male I choose not to share at this time.

Number of years in Girl Scouting: as a girl _____ as an adult _____

DEMOGRAPHICS

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Race/Ethnicity (Check all that apply)

American Indian or Alaskan Native Black or African American Hispanic or Latino/a I choose not to share at this time.
 Asian Hawaiian or Pacific Islander Other (Please specify) _____

PARTICIPATION

I will be participating in Girl Scouting as
(Check all that apply):

Volunteer—I am/will be volunteering for Girl Scouts.
 Parent/family—I am a parent/guardian/family member of a Girl Scout.
 Girl Scout alum—Were you a Daisy, Brownie or higher in Girl Scouts? It all counts.
 Staff—I am/will be employed by Girl Scouts.
 Community partner
 Other (specify) _____

As a volunteer, I would like to participate in the following role(s):

Advisor or leader for a group/troop
 Assistant advisor
 Support volunteer for a group/troop
 Service team or unit volunteer
 Learning facilitator
 Other (specify) _____

ACCEPTANCE

The Girl Scout Promise
On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

When making the Girl Scout Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God."

The Girl Scout Law
I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Acknowledgements

I/We acknowledge that the registrant will accept and abide by the Girl Scout Promise and Law and the registrant has permission to join Girl Scouts.

By checking this box, I agree to receive recurring automated and personalized marketing text messages and calls about Girl Scouting, promotions, and other ways to get involved, from my local Girl Scout council and Girl Scouts of the USA, at the phone number(s) provided. Consent is not a condition of membership.

Media Permission

I give consent on my behalf and on behalf of the person I am registering to be interviewed, photographed, videotaped, or electronically imaged when participating in Girl Scout activities for use in promotional materials, news releases, or other published formats by my local Girl Scout councils and/or Girl Scouts of the USA. The images will be the sole property of my local Girl Scout council and/or Girl Scouts of the USA. I and my heirs, successors and assigns hereby release and hold harmless my local Girl Scout council and Girl Scouts of the USA from any claim arising from the use of these materials.

Signature _____ Date _____

GIRL SCOUT MISSION
Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

MEMBERSHIP OPTIONS
Annual Membership
 Annual dues: \$25
Annual membership will be valid from October 1, 2022 - September 30, 2023.

Lifetime Membership
Become a Girl Scout for life! \$25 of your dues automatically fund a year of Girl Scouting for a girl in an underserved community in your area. Explore the benefits at girlscouts.org/lifetime.

Young Alum Lifetime Membership
 One-time dues of \$200
Young alum under 30 years old.

10 Year+ Lifetime Membership
 One-time dues of \$200
Adult member with 10 or more years of volunteer service.

Lifetime Membership
 One-time dues of \$400
Adult 18 years or older.

YES! I would also like to make a donation today that directly benefits Girl Scouts in our area. Enclosed is my tax-deductible donation. Check one:
 \$500 \$250 \$150
 \$100 \$50 \$25
 Other: \$ _____

PAYMENT INFORMATION

Membership Dues: \$ _____
Young Alum Lifetime Membership: \$ _____
10 Year + Volunteer Lifetime Membership: \$ _____
Lifetime Membership: \$ _____
Donation: \$ _____
Total Attached: \$ _____

Cash Check*
 Amex Discover
 Visa MasterCard
 Other _____

Name on Credit Card _____
Credit Card # _____
Expiration Date _____ CVV Code _____
Signature _____
Date _____
**Make checks payable to Girl Scouts.*

ADMIN USE

Council Code: _____
Service Unit/Team: _____
Group: _____

