

Managing Troop Finances

*For Troop Leaders,
Assistant Leaders and
Troop Treasurers*



Welcome to Managing Troop Finances with Girl Scouts of Black Diamond Council!

This course is required for Troop Leaders, Assistant Leaders and Troop Treasurers, as well as Service Unit Treasurers and Administrators.

We require this training for money handling positions when you first start with a troop, so you will know what to expect, but then you will want to review it once your troop actually has some money and you begin to manage your troop's finances.

At the end of this training, you will fill out a short form and quiz to get training credit for this training. It is recommended that you take written notes during this training to assist you in answering the questions at the end.

This training will include

- Responsibilities of Troop Positions
- What Troops can & can't use their funds for
- Bank Accounts and Budgeting
- Dues, Proceeds from Product Sales, Supplemental Money Earning Activities, Sponsorships and Donations

We will also look at

- Recording and Reporting Finances
- Troop Disbandment, Transfers, Splits and Merges
- and Financial Assistance

Girl Scout Mission



Building girls of
courage, confidence,
and character,
who make the world
a better place.

The mission of Girl Scouting is to build girls of courage, confidence and character, who make the world a better place.

This happens when girls make decisions, actively participate and connect with other girls in a group setting.

It is surprisingly easy for adults to make decisions for girls and to allow them to become passive observers.

We need to keep girl interests at the forefront of your mind!

While finances are “big people” business, its also important to keep our girls and

families in the loop with all finance decisions.

Our goal is complete transparency.

We want parents and guardians to know exactly what is going on.

We want girls to be involved in deciding how they earn funds, and what the funds should go for. We need to give them boundaries and choices.

It is our job as staff and volunteers to provide all the tools necessary to do this.

As Girl Scouts, we want to base everything we do on the Girl Scout Promise and Law.

In Managing Troop Finances, we always want to remember these principles and let our decisions reflect the promise and law.

Important pieces that directly apply to finances include:

- Honest and Fair
- Responsible for what I say and do
- and Use resources wisely

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.

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.



Volunteer Money Handling Position

It's not just what Troops do, but *HOW* they do it that matters!

girl scouts
of black diamond

2018-2019 Handbook
Policies for Girl Scout Volunteers



<http://www.bdgsc.org/en/for-volunteers/volunteer-resources.html>

We have volunteer policies that we require our volunteers to follow.

It is available on our website, www.bdgsc.org, under Volunteer, Volunteer Resources

This includes sections on
Ethics, Risk Management and Safety,
Volunteer Management, Financial
Accountability,
Money Earning,
Girl Programming and Communications.

In the Risk Management section, it lists actions that may be grounds for disqualification, volunteer restrictions or release from volunteer assignment.

This list includes but is not limited to,

Refusal to provide an approved background check, falsifying or making material omissions on Council records, misappropriation of any Girl Scout funds, which includes unpaid volunteer debt for Product Sales Programs. Shoplifting, fraud, false pretense, embezzlement, theft, forgery and worthless checks.

Girl Scouts of Black Diamond reserves the right to disqualify and /or release any volunteer from service if the volunteer or prospective volunteer's actions are inconsistent with Girl Scout Values, principles, policies, or procedures.

Girl Scouts of Black Diamond will also provide volunteer position description, available on our website, and a staff member, to help you during your volunteer term.

The position agreements state what you are responsible for, and what you will be held accountable for.

You can click the link on our Volunteer Resources page on our website, or you can type in the address shown to see the full list of Troop Positions,

Each position has essential requirements, other competencies, responsibilities to the troop, and Training Expectations. They then sign the volunteer position agreement that they agree to abide by as a Girl Scout volunteer.

All positions we are going to talk about today are required to have a current membership, current approved background check, and be appointed to their position.

Some important ones for managing troop finances include:

Troop Leader:

- Take financial accountability for all troop money and handle it with responsibility and accuracy.
- Complete end of the year reporting in a timely manner
- Maintain communication with girls, parents/guardians, council, troop/ service unit volunteers
- Must not have any debt to council for Fall Product or Cookie Sales. The council may choose to accept volunteers who are actively fulfilling payment plans.

Troop Treasurer:

- Must not have any debt to council for Fall Product or Cookie Sales.
- The council may choose to accept volunteers who are actively fulfilling payment plans
- Plan and monitor troop budget with the troop based on annual goals
- Handle all financial affairs of troop
(including collecting money; depositing funds, paying bills, and balancing statements) as directed by Troop Leader
- Maintain troop copies of troop inventories, money earning activity applications, troop financial reports, as well as troop bank account information

Troop Fall Product Chair

- Demonstrate dependability, honesty, credibility, and personal integrity in all troop decisions
- Plan and monitor troop budget with the troop based on annual goals
- Maintain troop copies of troop inventories, money earning activity applications, troop financial reports, as well as troop bank account information
- Distribute products to Girl Scouts; obtain parent/guardian signature for each Girl Scout order
- Collect and send payment in the form of validated deposit slip, cashier check, or money order to Council before the deadline.

Troop Cookie Chair

- Demonstrate dependability, honesty, credibility, and personal integrity in all troop decisions
- Compile the troop cookie and rewards order, entering the information into the online eBudde cookie sale management system by the deadlines
- Safeguard the chain of custody process, requiring signature upon hand off of cookies to parents
- Collect and send payment in the form of validated deposit slip, cashier's check, or money order to Girl Scouts of Black Diamond Council before the deadline.
- Report unpaid parents using the council's delinquency form.

Other Volunteers

- Other volunteers will sometimes handle money even if they are not in an official money handling position.
- They are still under the basic assumption that ALL VOLUNTEERS act within the Girl Scout Promise and Law and act with honesty and fair and they would handle the money with integrity.

The volunteer in charge of the troop finances or designated product sale is responsible for any monies or products received by the troop.

Financial carelessness and/or theft of Girl Scout monies/products are cause for the release or non-reappointment of the responsible volunteer.

This could include carelessness in filing of paperwork or not sending in documentation by deadlines.

So we have taken a look at who helps manage the finances of the troop, now let's look at what troop funds can be used for.

The first and main thing to keep in mind is that troop funds are the Property of the Troop, not individual troop members, girl or adult

What can Troop Resources be Used For?
It's not just what Troops do, but *HOW* they do it that matters!

Troop Funds are property of the Troop.

Funds do not belong to individual troop members, girl or adult.

What can Troop Resources be Used For?

It's not just what Troops do, but *HOW* they do it that matters!

Money earned should be spent to benefit the current troop members

• **Money earned should be spent to benefit the current troop members**

Exceptions-

- troops saving for major projects, trips
- seed money for fall expenses

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- Troops saving for major projects, trips
- Seed money for fall expenses

TROOP FUNDS CAN BE USED FOR:

Memberships

We encourage yearly memberships to be budgeted for first out of the troop funds to provide the Girl Scout experience for the next year.

Troop funds can also go toward:

- Events
- Badges/Patches
- Trips
- Food
- General Supplies- pencils, craft items or other standard supplies
- Specialized Supplies- like a wooden bridge for a bridging ceremony, and bows and arrows for archery

TROOP FUNDS CANNOT BE USED FOR:

Personal Expenses- Troop funds must be the troop's, you never want to mix personal funds and troop funds.

Troop resources also cannot be used for:

Individual Members- unless it is a troop decision (For example, a donation to a girl who lost their home in a fire)

SETTING UP A TROOP BANK ACCOUNT

A troop is required to have a bank account when they have more than \$50 “to their name”.

You will need to take the letter from your leader packet to the bank with you.

There is one general letter, and one for Wes Banco specifically.

If you need the Wes Banco letter, please contact Customer Care to get a copy.

The Name of your bank Account should be:

Girl Scouts of Black Diamond Council Troop#XXXXXX where you use your full 5-digit troop number.

There need to be Four Signers on your account. Most often they are:

- The Troop Leader
- Another registered, background checked, non-related adult within the troop
- Service Unit Administrator or Membership Delivery Manager
- and Black Diamond's Chief Financial Officer

Our councils FEIN# is 55-0420373. You will need this when you go to the bank to open an account.

DEBIT CARDS

Troops are permitted to use a debit card for troop accounts.

Make sure all card holders are aware of purchases, you can deplete your account quickly if multiple people are spending money at the same time without consulting each other.

Just like your own credit/debit cards, make sure to treat your card as if it was cash!

Do not lose it, you are responsible for your troop's funds, and protecting your card is essential to safeguarding funds.

CHECKS

Troops can also use checks.

Checks must have two signatures

Never make a check out to CASH

All checks should have a note in the memo of the reason for the expense.

Never use the Girl Scout checkbook to pay for personal expenses.

Troops are not permitted to have more than \$50 on hand (an exception would be while prepping for a cookie booth where you need change, and then are taking in money)

Never mix Girl Scout cash with your personal cash (in your wallet, etc)

Never spend incoming cash for other purposes, always deposit it and use a check or debit card.

Be careful with reimbursements and deposits:

Never write a check to yourself for reimbursements.

Have another signer write and sign the check.

Never reimburse expenses without proper receipts and supporting documentation.

Never deposit Girl Scout funds into your personal account, or personal funds into a Girl Scout account

Budgeting

It's not just what Troops do, but *HOW* they do it that matters!

Once you have a bank account set up, you will want an easy way to track your troop transactions.

Troop Transaction Spreadsheet

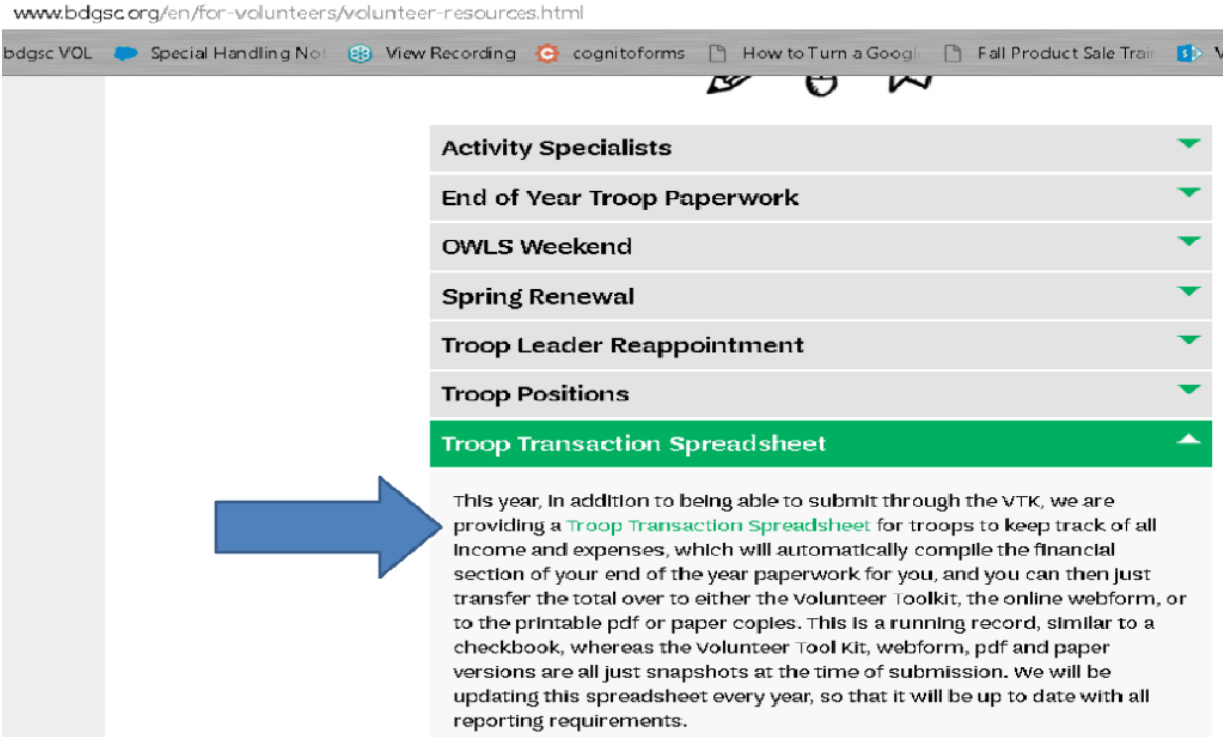
WE have a great tool on our website, www.bdgsc.org,

You can go to Volunteer, and then to Volunteer Resources.



Then you are going to scroll down to the Troop Transaction Spreadsheet.

You can use Microsoft excel, Google Sheets, Open Office or any of several other free programs/apps that open spreadsheets to open the Troop Transaction Spreadsheet.



Once you open the sheet, you will see two tabs, one for Troop Finance Record and one for Print Form.

We are going to focus on the Troop Finance Record tab for now.

There are two sections, the transaction register for cash, check and card transactions and a list of categories you can classify transactions under.

You use this just like a checkbook register, you fill out the date, description, category and the amount taken out or put in and the balance is automatically totaled for you.

Not only that, but it carries over to the second tab, which completes your end of the year finance report for you!



Troop Transaction Spreadsheet

Additional Money Earning Activities
Bank Fees
Camping
Cookie Sale Deposit
Cookie Sale Payment
Council Events
Council Sponsored Programs
Day Trips and Special Activities
Donation/Sponsorship
Dues
Facilities/Equipment
Fall Product Sale Deposit
Fall Product Sale Payment
Financial Support
Insignia/Recognitions
Local, Service Unit or Regional Events
Membership Registration
Other
Overnight Trips
Postage
Program Supplies
Service Projects
Snacks and Food
Training

The list on the right shows both income and expense categories. You can and should have income and expenses for most of these items.



Troop Transaction Spreadsheet

Here is an example of a troop transaction spreadsheet. This is a new troop, so they do not have a previous balance.

Previous Balance:		\$ -				
Membership Year: 2017 - 2018						
Date	Num	Payee/Transaction Description	Category	Withdrawal, Payment (-)	Deposit, Credit (+)	Balance
						\$ -
3/1/18		Cookie Sale Collections	Cookie Sale Deposit		\$ 1,200.00	\$ 1,200.00
3/2/18		Cookie Sale Payment to Council	Cookie Sale Payment	\$ 838.00		\$ 362.00
4/1/18		Memberships	Membership Registration	\$ 200.00		\$ 162.00
4/14/18		Car Wash Proceeds	Additional Money Earning Activities		\$ 250.00	\$ 412.00
5/12/18		Walmart- snacks	Snacks and Food	\$ 50.00		\$ 362.00
5/15/18		Sams- folders and pencils	Program Supplies	\$ 200.00		\$ 162.00
6/23/18		Walmart- supplies for service proj	Service Projects	\$ 25.00		\$ 137.00

To complete this form, you just need to fill out the date, payee/or description, category and the amount taken in or pulled out. The balance is automatically calculated for you!

Now that we know about this awesome tool, we are going to look at Budgeting 101.

Budgeting 101

It's not just what Troops do, but *HOW* they do it that matters!

There are three essential questions we need to look at when we deal with a troop budget.

- what do we need to pay for?
- how much money do we have?
- and
- how do we get what we need?

Budgeting 101

- What do we need to pay for?**
- How much money do we have?**
- If we don't have enough, how do we get the remainder?**

How much do we need?

Every troop has essentials they will need to pay for every year.

- Memberships for girls and volunteers
- Meeting place fees
- Supplies
- Background checks and trainings for volunteers
- Badges

They also have non-essentials that they want to purchase.

- Trips
- Specialized Equipment
- Patches

How much money do we have?

- Funds from last year?
- Troop Leaders' own pockets?
- From parents/guardians?

If we don't have enough, how do we get the remainder?

We are going to look today at how troops can get the finances and resources they need to have an awesome Girl Scout year.

TROOP DUES

The first way to get a little funding, and involve the girls in the money earning, is to ask for Troop Dues.

Dues are a small “fee” that the troop collects to be part of that troop. Troops are not required to collect dues, but they have the option to collect them.

Troops “require” the fee, but they also realize that not all the girls will be able to pay even just a small amount.

- Always remember to be sensitive to this when dealing with money and fees in general.
- Don't always assume that a girl will be able to just ask for money from their parents/guardians and get it.

Some troops collect these dues:

- At every meeting
- Once a month
- Once a year

Troops have a variety of amounts they collect for dues.

Some collect \$.50 per girl at each meeting, some go up to \$1.00 per meeting. Some troops collect a flat fee of anywhere from \$5 up to \$25 per year per girl. Remember that the troop dues are in addition to the \$25 membership.

You just need to talk with your girls, your parents/guardians as well as your troop leadership and see what your troop wants to do.

You can always decide not to take dues, or you can take them until product sales start, and then you can stop taking dues if that's what your troop chooses to do.

Remember that you as a troop leader are going to be held accountable for every income item, and every expense item.

When you are filling out your troop transaction spreadsheet, or your Volunteer Toolkit Finance tab, you will need to document all your income from troop dues.

It is also a good idea to itemize how much each girl has given over the year. You never know when this may solve an issue later.

Proceeds from Product Sales

It's not just what Troops do, but *HOW* they do it that matters!

All Girl Scouts are expected to participate in the annual cookie sale..

Troop participation in the Fall Product Sale is encouraged, but not mandatory.

The biggest sources of income for a troop are the product sales.

All Girl Scouts are expected to participate in the annual cookie sale.

Troop participation in the Fall Product Sale is encouraged, but not mandatory.

Troops must have participated in the cookie sale and fall product sale to be considered for additional money earning projects.

If your troop starts AFTER the fall sale, you will be exempt from the fall sale only.

There are rules and guidelines for additional money earning projects, one of which is that your additional money earning activity must be approved by your membership deliver manager or Service Unit Administrator at least 30 days before the activity.

<http://www.bdgsc.org/content/dam/girlscouts-bdgsc/documents/Troop%20Resources/Troop-money-earning-project-or-event.pdf>

When you are holding a cookie booth, Here are some tips for keeping your troop, your troop's money, and yourself safe.

- Do not leave money in sight
- Never walk away from the money
- Once you hit an uncomfortable amount, I would lock it in the trunk of your car.
- If you take checks, require GSBDC TROOPXXXXX in the memo.
- Always have an adult taking care of the excess money - Girls can do transactions with customers though

You also want to make sure you always have 2 adults count the money at close of day. Make Frequent deposits in case of- Break-ins, House Fires, etc. Remember you are financially responsible without a police report

- Make sure your Troop Number is on front of deposit
- You will also want to make sure the addition is correct
- When you go to the bank, make sure you have all cash and checks with the deposit
- Write each check on the deposit slip - you Can use check number or name
- List the troop leader on the deposit slip

Proceeds from Product Sales

It's not just what Troops do, but *HOW* they do it that matters!

Troops must have participated in the cookie sale and fall product sale to be considered for additional money earning projects.

<http://www.bdgsc.org/content/dam/girlscouts-bdgsc/documents/Troop%20Resources/Troop-money-earning-project-or-event.pdf>

Delinquency

It's not just what Troops do, but *HOW* they do it that matters!

Impact on the Girls

- Girls will not receive incentives.
- Girls will lose their leaders.
- Girls will not learn financial management.
- Girls will not receive profit.

DELINQUENCY

Please keep in mind that if you, or a parent is delinquent in turning in your product sale monies, It is considered theft and will be reported as such.

Send in delinquent parents as soon as the sale is over, and money has not been paid.

A letter is sent to the parent within days of the delinquency form being received.

The delinquency is listed in our membership system, so we will know there is a problem if they ever want to be renewed as a volunteer, or to become an approved volunteer.

If no response, then a letter is sent from our attorney.

If there is still no response, our attorney files for legal action.

A delinquent volunteer Cannot continue to volunteer with Girl Scouts.

Consequences including Legal action up to and including jail time, dependent on amount owed, can be pursued.

Black Diamond reserves the right to approve a volunteer for volunteer positions if a payment plan is being followed.

Make sure you do your part to help protect your troop's finances, so this does not have to happen.

SUPER TROOP

Super troop is another way that your troop can earn additional money. If you qualify, your troop will keep an extra \$.05 per box of cookies as profit! For more information on Super Troop, you can check out our Super Troop page on our website.

We also looked at what we can do if we don't have enough funding to reach our goals for the year, how do we get the remainder?

We talked about Troop Dues and Council Wide Product Sale Programs to provide profits for your troops.

Proceeds from Cookie Sale

It's not just what Troops do, but *HOW* they do it that matters!

Super Troop Requirements for 2019-2020

Phase 1: Participate in the 2018-2019 Cookie Sale.

Phase 2: Re-register 60% of the girls in your troop by June 15th, 2019.

Phase 3: Turn in your end of the year report by June 30th.

This includes your Troop End of the Year/ Finance Report AND a current bank statement.

Phase 4: Participate in the fall product sale.

Phase 5: Increase your 2019-2020 initial cookie order 5% over your 2018-2019 initial order.

If you qualify, your troop will keep an extra \$.05 per box of cookies as profit!

Your troop will also be listed in our Troop List as a Super Troop!

Supplemental Money Earning Activities

It's not just what Troops do, but *HOW* they do it that matters!

- **Additional Money Earning Activities may be conducted only for a specific program activity and will be limited in number.**
- **You cannot do them just to "pad the account"**
- **Girls can choose to use their money to support any local cause. It is their money. They just cannot raise money specific to that cause or that charity.**

ADDITIONAL (SUPPLEMENTAL) MONEY EARNING ACTIVITIES

We are now going to look at opportunities for additional or supplemental money earning activities, troop sponsorships, and donations.

Troops must have participated in the cookie sale and fall product sale to be considered for additional money earning projects.

*The exception is if a troop starts after the fall product sale.

Additional Money Earning Activities may be conducted only for a specific program activity and will be limited in number.

You cannot do them just to "pad the account"

Girls can choose to use their money to support any local cause. It is their money. They just cannot raise money specific to that cause or that charity

- Participation in additional money earning activities is voluntary and cannot be required.
- The troop must have an understanding of why the money is needed
- Money-earning should not exceed what the group needs to support its activities.
- You must observe local ordinances and laws
- Remain Vigilant in protecting the personal safety of each girl and make Arrangements for safeguarding the money

Supplemental Money Earning Activities

It's not just what Troops do, but *HOW* they do it that matters!

Forms and Documents

Frequently Accessed Forms

Girl and Adult Health History	Application for Troop Trip
Parent Permission Form	Safety Activity Checkpoints
Volunteer Essentials	End of the Year Paperwork
Girl Membership (online)	Adult/Volunteer Membership (Online)
Girl Membership (PDF)	Adult/Volunteer Membership (PDF)

▲ Options ▲

 [Troop Money Earning Project or Event Updated 8-16](#)

Written permission for any approved troop money earning project must be secured from the Service Unit Administrator or Membership Delivery Manager at least 30 days before the project occurs and must show girl/adult planning.

You can find the additional money earning activity permission form on our website, just search for money earning.

<http://www.bdgsc.org/content/dam/girlscouts-bdgsc/documents/Troop%20Resources/Troop-money-earning-project-or-event.pdf>

Supplemental Money Earning Activities

It's not just what Troops do, but *HOW* they do it that matters!

Food/Meal Events:

- **Spaghetti dinner**
- **Pancake breakfast**
- **Lunch box auction (prepared lunch or meal auctioned off)**
- **Multicultural meals for younger girls**
- **Bake sales**
- **Meals at volunteers' meetings**
- **Concession stand (racing events, sports events, concerts, dances, festivals, parades, camporee)**
- **Themed meals- high tea, Indian meal, Mexican dinner (depending on girls' destination for a trip, etc).**

No additional Money Earning Activities may be conducted during the following:

- Local United Way Campaigns
- Cookie Sale - ordering and delivering
- Fall Product Sale--ordering and delivering

You may advertise for your event, but you cannot hold the event during these times.

You can do events where the girls are providing a good or a service.

Troops have had success with bake sales and car washes.

Just remember, they must provide a good or a service.

Written permission from parents/guardians must be received by the troop leader before girls may participate in additional money earning projects/activities.

Supplemental Money Earning Activities

It's not just what Troops do, but *HOW* they do it that matters!

- **Babysitting for holiday, special or council events**
- **Holiday activity/supervised crafts so parents can shop**
- **Shoveling snow**
- **Raking leaves, weeding, cutting grass**
- **Pet walking**
- **Gift-wrapping**
- **Cold or hot beverages at an event**
- **Cooking class or other specialty class**
- **Take photos and/or create greeting cards or calendars**
- **Council program event or badge workshop**
- **Hosting a face-painting booth at a special event.**
- **Ushering or helping at special events in the community.**

Supplemental Money Earning Activities

It's not just what Troops do, but *HOW* they do it that matters!

IDEAS you cannot do:

- Games of Chance
- Raffles
- Product Sales from other vendors

You cannot do events where the girls are **not getting 100% of the profit or **the buyer must take a chance.****

Troop Donations

It's not just what Troops do, but *HOW* they do it that matters!

Troops may NOT SOLICIT cash donations.

Troops may solicit product donations. (Always coordinate with your Service Unit).

Troops cannot directly ask anyone for money without a good or service being provided.

You CAN ask for products or services. For example - Walmart may be asked to donate bicycles for a local service project. Just make sure your service unit volunteers are aware so that they may make a bigger ask from Walmart at one time instead of several small asks.

Troop Sponsorships

It's not just what Troops do, but *HOW* they do it that matters!

The purpose of troop sponsorship is to further understanding of Girl Scouting by other organizations or groups whose aims and ideals are compatible with Girl Scouting; and to make possible an enriched Girl Scout Program for more girls through contact with that group.

Troops can get sponsorships.

The purpose of troop sponsorship is to further understanding of Girl Scouting by other organizations or groups whose aims and ideals are compatible with Girl Scouting; and to make possible an enriched Girl Scout Program for more girls through contact with that group.

Sponsorships are essentially partnerships between the Troop and a business who wants to support the troop.

What is a Sponsorship agreement?

It is an agreement outlining what the sponsor expects to provide for a troop during the coming year, what the troop expects to do for the sponsor and any other provisions or arrangements mutually agreed upon.

Agreements are signed yearly between the representative of the sponsoring organization and the troop leader of the troop.

- Sponsors can provide a meeting place,
- Have its members share hobbies or skills with the girls,
- Provide help with transportation to events

- Provide people who could become volunteers.
- They can also help to purchase program supplies or equipment
- Or provide membership fees or uniforms
- And can provide a market for girls to sell cookies to the sponsors members.
(for example, the troop can go door to door at an office building to sell cookies)
- The troop also must hold up their end of the sponsorship.
- They can serve as hostesses, ushers, babysitters, or other duties at special functions for the sponsor.
- They can carry out a flag ceremony or provide entertainment for the sponsor.

They can also help the sponsor with work projects such as clean up days, or plant flowers, etc



Beliefs, Principles, Policies and Standards of Girl Scouting which govern all activities.

•Sponsoring organizations are expected to share a like philosophy.

•If a Girl Scout troop is sponsored by a religious group, members of a different faith shall not be required to take part in religious observances of the sponsor.

Sponsoring organizations are expected to share a like philosophy.

If a Girl Scout troop is sponsored by a religious group, members of a different faith shall not be required to take part in religious observances of the sponsor.

Girl Scout members may not, in their capacity as Girl Scouts, endorse commercial products, or give individual testimonials.

Girl Scouts may not participate in any political campaign, directly or indirectly, or engage in any legislative activity which contravenes the laws governing tax exempt organizations.

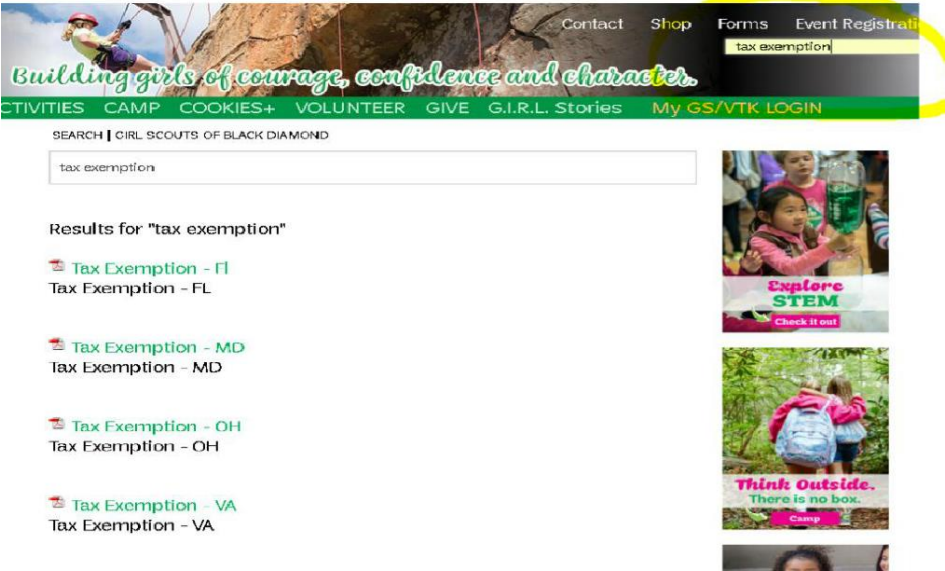
Tax Exemption

It's not just what Troops do, but *HOW* they do it that matters!

In order to be tax free, you must carry the forms with you at time of purchase.

Some companies also require additional requirements. Walmart requires an additional card.

You can find all available tax exemption forms by going to www.bdgsc.org and searching for TAX EXEMPTION.



We are now going to look at Recording and reporting your troop finances,

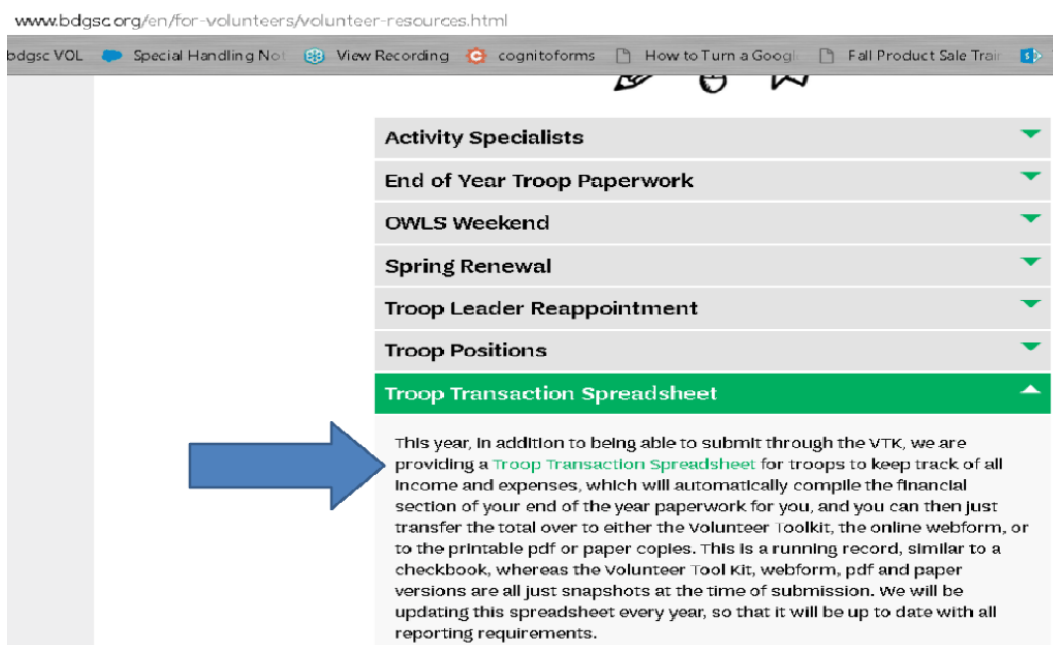
The first step is to get the troop transaction spreadsheet that we talked about earlier.

You can download it on our website, at www.bdgsc.org,

go to Volunteer, and then to Volunteer Resources.



Troop Transaction Spreadsheet



Then you are going to scroll down to the Troop Transaction Spreadsheet.

You can use Microsoft excel, Google Sheets, Open Office or several other free programs/apps to open spreadsheets.

Once you open the sheet, you will see two tabs, one for Troop Finance Record and one for Print Form.

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The list on the right shows both income and expense categories. You can and should have income and expenses for most of these items.

Troop Transaction Spreadsheet

It's not just what Troops do, but *HOW* they do it that matters!

Troop Detailed Transactions (Cash, Check and Card)							
5 Digit Troop Number:		99999					
Troop Leader (First and Last Name):		Shawn Kasten					
Previous Balance:		\$ 100.00					
Membership Year: 2017 - 2018							
Date	Num	Pay	Transaction Description	Category	Withdrawal, Payment (-)	Deposit, Credit (+)	Balance
							\$ 100.00
3/1/18			Cookie Sale Deposit- Council	Cookie Sale Deposit		\$ 838.00	\$ 938.00
3/1/18			Cookie Sale Profit	Cookie Sale Deposit		\$ 362.00	\$ 1,300.00
3/2/18			Cookie Sale Payment Council	Cookie Sale Payment	\$ 838.00		\$ 462.00
4/1/18			Memberships	Membership Registration	\$ 200.00		\$ 262.00
4/14/18			Car Wash Proceeds	Additional Money Earning Activities		\$ 1,500.00	\$ 1,762.00
5/12/18			Walmart- Snacks	Snacks and Food	\$ 50.00		\$ 1,712.00
5/15/18			Sams- Folders, Pens, Crayons	Program Supplies	\$ 200.00		\$ 1,512.00
6/23/18			Walmart- Supplies for Service Proj	Service Projects	\$ 25.00		\$ 1,487.00
6/24/18			Collection from parents for badges	Insignia/Recognitions		\$ 50.00	\$ 1,537.00
6/25/18			Payment for Badges	Insignia/Recognitions	\$ 50.00		\$ 1,487.00



Here is an example of a troop transaction spreadsheet. We are on the Troop Finance Record Tab.

To complete this form, you just need to fill out the date, payee/or description, category and the amount taken in or pulled out. The balance is automatically calculated for you!

We want to look at how this sheet carries over to the second tab.

*** Note that when you enter the cookie sale money that will go to council, you need to enter it separate from the money that the troop will keep. I have just made up some figures, but you notice that I put in the total for council and the total for profit under the category Cookie Sale deposit, because they are being deposited, but you need to separate them out before you enter them on the sheet or it won't calculate correctly. Then I put the Cookie sale payment as a new line item, and that leaves the deposit for the profit in the account.

Troop Transaction Spreadsheet

It's not just what Troops do, but *HOW* they do it that matters!

TROOP 99999		Troop Finance Report	
		PO Box 507, Charleston, WV 25322 P:304.345.7722 · F: 304.345.6427 · www.bdgsc.org	
Previous Balance:			\$ 100.00
INCOME ITEMS	Dues		\$ -
	Membership Registration		\$ -
	Insignia/Recognitions		\$ 50.00
	Fall Product		\$ -
	Cookie Sale		\$ 362.00
	Overnight Trips/Camping		\$ -
	Day Trips and Special Activities		\$ -
	Council Sponsored Programs		\$ -
	Local and Regional Events		\$ -
	Additional Money Earning Activities		\$ 1,500.00
	Donation/Sponsorships		\$ -
	Other Income		\$ -
Total Income:		\$	1,912.00



This is the PRINT FORM tab after the form was completed.

Here are the Income items

Notice how it groups all the previous categories together and adds them up.

And here are the expenses

Troop Transaction Spreadsheet

It's not just what Troops do, but *HOW* they do it that matters!

TROOP EXPENSES	Membership Registration					\$ 200.00
	Insignia/Recognitions					\$ 50.00
	Local and Regional Events					\$ -
	Camping					\$ -
	Overnight Trips					\$ -
	Council Events					\$ -
	Program Supplies					\$ 200.00
	Facilities/Equipment					\$ -
	Service Projects					\$ 25.00
	Postage					\$ -
	Snacks and Food					\$ 50.00
	Fall Product Sale Payment					\$ -
	Cookie Sale Payment					\$ 838.00
	Training					\$ -
Bank Fees					\$ -	
Other Expenses					\$ -	
Total Expenses:						\$ 1,363.00

Troop Finance Record Print Form

And here is the calculated ending balance

Troop Transaction Spreadsheet

It's not just what Troops do, but *HOW* they do it that matters!

ENDING BALANCE	Beginning Balance:	\$	100.00			
	Income:	\$	1,912.00			
	Expenses:	\$	1,363.00			
	Ending Balance:	\$	649.00			
SIGNATURES	Troop Finance Signature:					
	Troop Leaders Signature:		Shawn Kasten			

Troop Finance Record Print Form

So if you are the treasurer, you can easily print this sheet off and give it to the troop leader when they need it.

We will come back to it a little later.

So step one is to keep track of our troop transactions on the troop transaction spreadsheet.



www.bdgsc.org

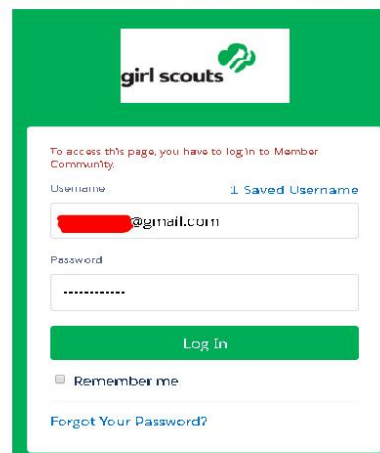


Step two is to enter our information into the Volunteer Toolkit.

This is a great way to keep track of our monthly budget and allows parents a chance to see where their girls troop funds are going.

We can go to www.bdgsc.org and click on the MYGS/VTK Login tab.

You will then Login using the username which is your email that we have on file for you
And password...if you forget your password click on FORGOT YOUR PASSWORD?



Welcome.



If you're a Troop or Co-Leader - click here! See your troop's roster, update contact info, access resources, easily email parents, enter troop finances, and plan your program year with pre-populated troop calendars filled with Daisy, Brownie and Junior Journeys and badges. New! Multi-level troops now have access. All program levels can add your own troop activities to your calendar, as well as pre-populated council events. It's your virtual troop assistant!



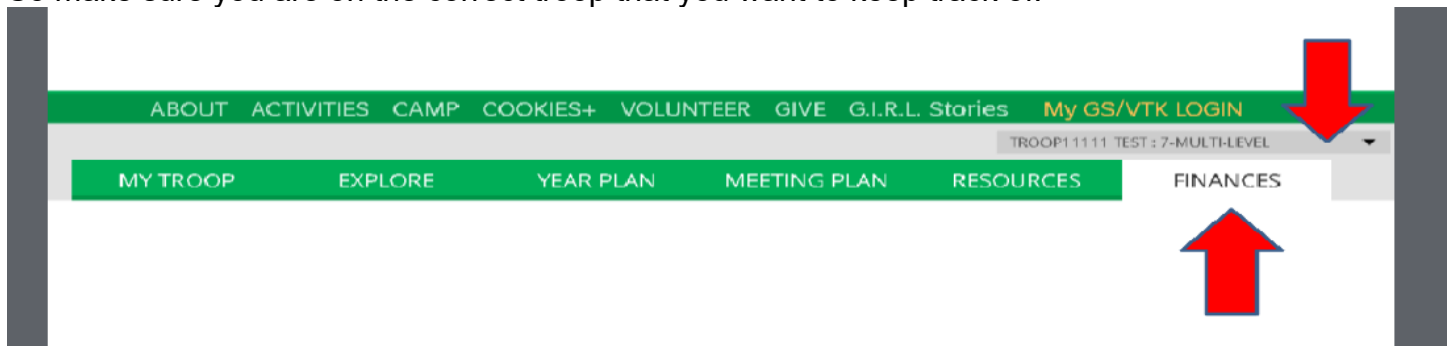
Do you want to change your member profile or contact details? Do you need to renew a membership? Go to the Girl Scout Member Community for access to your member profile.

Click on Volunteer Toolkit

If you have multiple troops, you can click the drop down

When you change troops in that drop down, it changes the information on the Finances tab, which is where we are heading.

So make sure you are on the correct troop that you want to keep track of.



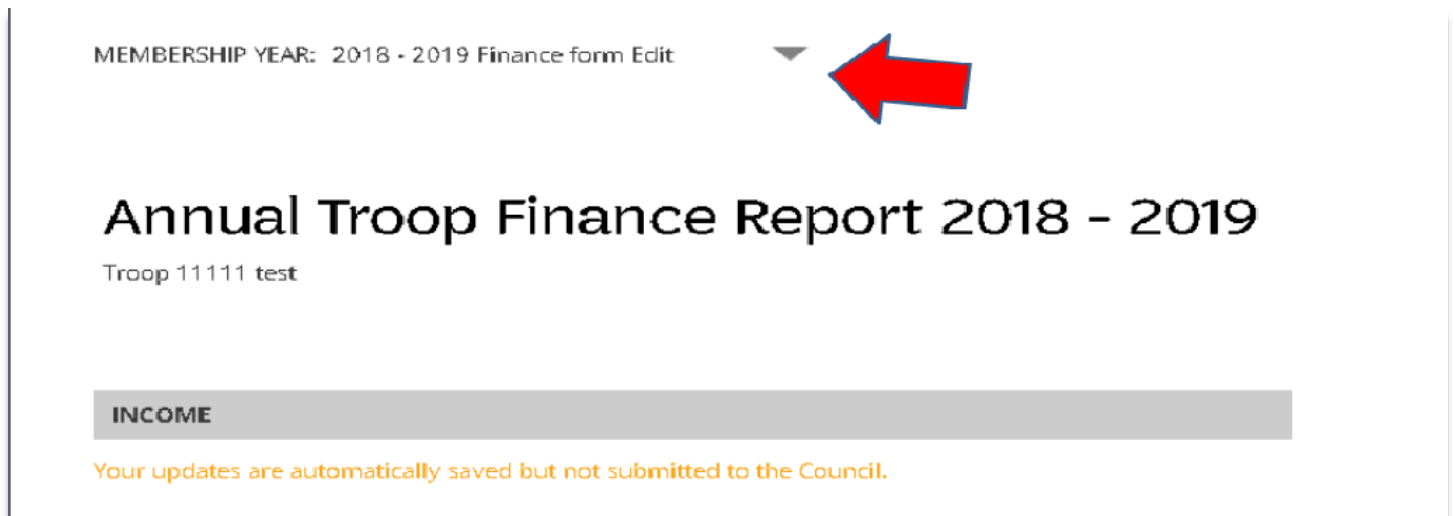
Previous years are available from the Archive

The current year is active, and you can start putting in your finances for this year.

Note that the updates are automatically saved, but NOT submitted to Council until you click the submit to council button.

Another point I want to emphasize is that any troop leader or assistant leader in your troop will have access to this finance tab and can make changes to it.

Make sure to discuss who is supposed to be doing what with this finance tab, or it will go crazy and you won't know why.



INCOME

Your updates are automatically saved but not submitted to the Council.
If there is no value for an item, leave the field at 0.00

Previous Year Balance	\$	0.00
Troop Dues (if you collect them)	\$	0.00
Membership Registrations	\$	0.00
Insignia/Recognitions	\$	0.00
Fall Product Sale Deposit	\$	0.00
Cookie Sale Deposit	\$	0.00
Overnight Trips	\$	0.00
Day Trips or Special Activities	\$	0.00
Council Sponsored Programs	\$	0.00
Local, Service Unit, Regional Events	\$	0.00
Additional Money Earning Activities	\$	0.00
Donations/Sponsorships	\$	0.00
Other Income Sources	\$	0.00
Total Income	\$	0.00

[+ Add a note on Troop INCOME \(optional\)](#)

Keep in mind that you can pull all of this information directly from the troop transaction spreadsheet PRINT TAB.

Also keep in mind that whatever you enter, will **OVERWRITE** what was in there before. So it is a running total, but every time you update it, you need to enter the new totals.

Think of it this way....

The troop transaction spreadsheet is your checkbook.... the VTK is sharing your checkbook with your significant other(s) - other troop leaders, and parents. And when we get to the webform...it is you filing your taxes at the end of the year...I know its not a perfect analogy...but it works.

So we can pull our expenses from our Troop Transaction Spreadsheet print tab, And put them into the webform for the end of the year finance report, or into the VTK.

TROOP 99999		Troop Finance Report PO Box 507, Charleston, WV 25322 P: 304.345.7722 · F: 304.345.6427 · www.bdgsc.org	
INCOME ITEMS	Previous Balance:		\$ 100.00
	Dues		\$ -
	Membership Registration		\$ -
	Insignia/Recognitions		\$ 50.00
	Fall Product		\$ -
	Cookie Sale		\$ 362.00
	Overnight Trips/Camping		\$ -
	Day Trips and Special Activities		\$ -
	Council Sponsored Programs		\$ -
	Local and Regional Events		\$ -
	Additional Money Earning Activities		\$ 1,500.00
	Donation/Sponsorships		\$ -
	Other Income		\$ -
Total Income:		\$ 1,912.00	

Note that parents see troop income, expenses and financial summary.

They do not see troop notes or any information below this section.

Also....


Everything below this section is going to be ONLY for the end of the year report.

YOU do not need to fill this out until you are ready to submit the report before the June 30th deadline.

FINANCIAL SUMMARY			LAST UPDATE
2018 - 2019			
Starting Balance	\$	0.00	
Income	\$	0.00	
Expenses	\$	0.00	
Ending Balance	\$	0.00	

[+ Add a note on the Troop's financial summary](#)

Parents see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.



Make sure you understand this..... Everything we have done so far, can be done every day if you really want to....

You can put changes in income and expenses in to the VTK. JUST don't submit to council until after MAY.

Were going to skip a bit down, but here is one thing I want to point out....

You need to click on this URL and fill out the information on that sheet as well. Its just more information about your banking and routing numbers.

Also note that we ask you to let us know about your customer service experiences with Black Diamond staff...what has been good, and what needs some work...

Council Note for all Troops

Please complete the following questions about your bank account by clicking this link: <https://goo.gl/or25oX>



Council Note for all Troops

Tell us about your interactions with Black Diamond Staff this year!
Let us know which staff member(s) gave you support, how the experience was and what was great about it, or what could use some more work.

Troop Response

[+ Your response to the council](#)

Required

When you are ready to submit your end of year report to Council, you just click on PREVIEW FINANCE REPORT.

Preview and Publish

Preview your finance report as Volunteers will see it and decide if you're ready to publish.

PREVIEW FINANCE REPORT

LAST UPDATE 10/10/2018, 3:35 PM

Verify all your entries and scroll all the way to the bottom and click SEND TO COUNCIL to submit your end of the year report. Its just that easy!!!!

This will take you to the screen where you will attach your most recent bank statement. In PDF, JPG or PNG form, so make sure you have that handy on your desktop, or on your mobile device.

Just remember don't do this until the END OF THE Membership YEAR!!!!!!

June 30th is the deadline.

You will still be able to submit after that date, but you will miss out on Supertroop and other incentives for early renewal and reporting.

Send report to Council: Due June 30, 2019

Person who is sending the report

Name	Shawn Kasten
Troop	Troop11111 TEST
Report Sent	October 10, 2018



Check that your information is correct. You cannot change the finance report once it's been sent. If you have a correction, you'll have to contact the Council.

Any documents you want to send can be attached after you select "SEND TO COUNCIL"

SEND TO COUNCIL

Your information is safe 

You do not HAVE to submit your end of the year report via the VTK.

We have a webform option this year, but it will probably be phased out in favor of the VTK in the coming years.

The VTK will keep running track of your daily finances, whereas the webform only takes a snapshot of the finances as of that day.

End of Year Troop Paperwork

Your troop's end of the year paperwork (formerly Reflecting on the Year) must be turned in by June 30th, 2018 for Troop Leader Re-appointment and to qualify for Supertroop.

Troop Leaders and Assistant Leaders can complete their troop's end of the year paperwork and submit a bank statement through the [Volunteer Toolkit Finance Tab](#).

Troops can complete it using the end of the year paperwork ([webform](#) or [PDF](#)) and attach a matching troop bank statement.


We also have paper copies available by contacting [customer care](#) at 304-345-7722

You can also print off the form using the PDF - but please....if at all possible, submit it electronically. Printing, completing it, mailing it in, office staff processing it, ALL OF this just adds time and effort into the process.

THE CURRENT YEAR IS STILL ON THE WEBSITE UNTIL MAY, after May, the next year's form will be active.

Please make sure that the form you are submitting has the correct year at the top.

Here is a sample of what the form looks like...it may change a little, but it will be the same basic format.



2019 End of the Year Troop Report

Troop InformationTroop VolunteersCommunity ServiceFinancesSubmit Bank StatementCustomer ServiceSignature

Please note that you will need to upload a digital copy of your most recent bank statement, so please have that ready! Thanks!

TROOP INFORMATION	TROOP LEADER'S INFORMATION
<p>5 Digit Troop Number First Choice <input type="text"/></p> <p>Service Unit First Choice <input type="text"/></p> <p>County Served First Choice <input type="text"/></p> <p>State First Choice <input type="text"/></p>	<p>Troop Leader's First Name <input type="text"/></p> <p>Troop Leader's Last Name <input type="text"/></p> <p>Troop Leader's Email <input type="text"/></p> <p>Troop Leader's Phone Number <input type="text"/></p> <p>Date of Leader's Current Background Check <input type="text"/></p>
<p>Do you intend to return as a leader next year? Yes! I intend to return to my leader position next year! <input type="text"/></p> <p style="text-align: center;">NEXT</p>	

FINANCES

Previous Year's Balance:

INCOME

Income: Troop Dues (if you collect them)

Income: Membership Registrations

Income: Insignia/Recognitions

Income: Fall Product Sale Deposit

Income: Cookie Sale Deposit

Income: Overnight Trips:

Income: Day Trips or Special Activities

Income: Council Sponsored Programs:

Income: Local, Service Unit or Regional Events:

EXPENSES

Expenses: Membership Registrations

Expenses: Insignia/Recognitions

Expenses: Local, Service Unit and Regional Events:

Expenses: Camping:

Expenses: Overnight Trips

Expenses: Council Events

Expenses: Program Supplies

Expenses: Facilities/Equipment

Expenses: Service Projects

It is important that you complete any community service projects your troop participated in. Make sure you put the number of girls that participated and the number of hours PER girl.

So if you had 5 girls that participated for an hour each on a project, you would put 5 in the number of girls involved and 1 in the number of hours per girl.

Troop Information Troop Volunteers **Community Service** Finances Submit Bank Statement Customer Service Signature

COMMUNITY SERVICE

It is important for each troop to give back to the community.
Please list any service projects and the number of girls who served, and the hours they gave back to the community.

Name and Description of Community Service Project 1

Number of girls involved in Project 1 **Number of hours involved PER GIRL in Project 1**


How many hours did EACH girl spend on this project?

Name and Description of Community Service Project 2

Number of girls involved in Project 2 **Number of hours involved PER GIRL in Project 2**

How many hours did EACH girl spend on this project?

You are required to submit a recent bank statement with your end of year report. Please try to use a PDF file for this upload.

 **2019 End of the Year Troop Report**

Troop Information Troop Volunteers Community Service Finances **Submit Bank Statement** Customer Service Signature

You are required to submit a recent bank statement to this form.

or drag files here.

5 / 7

[Report Abuse](#) [Terms of Service](#)

When you sign and submit, you will automatically be emailed a PDF of your submissions.

IT will also be added to your contact and your troop in our membership system.

Remember that submitting your end of year report is essential for being reappointed to your position next year, and to be considered for Supertroop.

Troop Information

Troop Volunteers

Community
Service

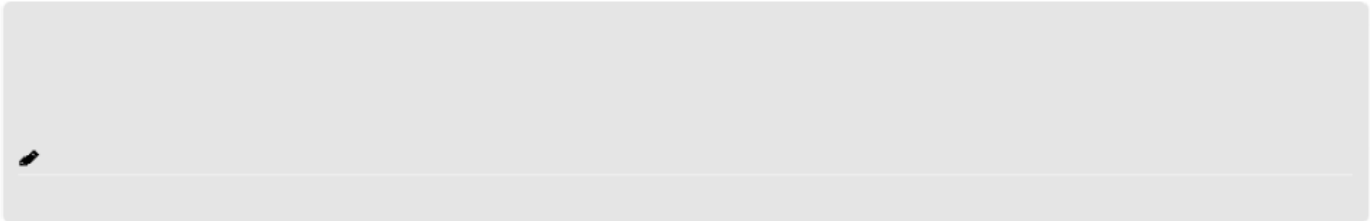
Finances

Submit Bank
Statement

Customer Service

Signature

Signature



By signing, you are confirming that this form was completed as accurately as possible to the best of your knowledge.

Back

Submit

Troop Disbandment is when a troop decides that they are no longer going to be a Girl Scout troop.

If a troop disbands, all troop assets are to be given to the Service Unit Administrator and forwarded to Girl Scouts of Black Diamond Council within 30 days of disbanding.

The council will hold the funds for a period of 2 years. If the troop is reactivated during that time period, the funds will be returned to the troop.

If the girls that were involved in the disbanded troop, go to another troop, a portion of the disbanded troops funds can go with them to the new troop.

At the end of the 2nd year, unclaimed funds will be returned to the Service Unit to be used for girl programming.

Troop Disbandment

Troop Disbandment is when a troop decides that they are no longer going to be a Girl Scout troop.

Troop To Troop Transfer

A Troop to Troop Transfer is when a girl moves from one troop to another troop within our council.

A Troop to Troop Transfer is when a girl moves from one troop to another troop within our council.

Money belongs to the troop...No transfer of funds is required, but if the troop votes to pay for the transferring girls membership, they may do so, but it is not required.

Troop Split

A Troop Split is when a portion of a troop leaves the troop and starts their own troop.

A Troop Split is when a portion of a troop leaves the troop and starts their own troop.

If an entire troop (lets say Troop55555 divides or bridges into two separate new troops, resulting in the disbanding or dissolution of the current troop (Troop55555), the treasury will be pro-rated and distributed to the troops involved according to the number of girls reregistering.

Troop Merges - when a portion of a troop leaves their troop and joins an already existing troop

If the original troop is still active, then no money is required to be transferred to the new troops.

The girls in the troop can elect to distribute funds to the new troop, but it is not required.

Troop Merges

Troop Merges - when a portion of a troop leaves their troop and joins an already existing troop.

If a girl comes into a troop after the product sales - cannot be penalized for not participating in the sales.

You may have to rethink activities coming later in the year - your budgeting may need to be adjusted for the new girl.

If she is coming from another troop, you need to contact the prior troop leader to see if any funds will be coming with the girl, but again it is not required because the money belongs to the troop and not individual girls.

What happens when a single girl joins later in the year?

Financial Aid is available for several things in our council.

The funding for this comes from our operating budget and from donations specifically marked for certain financial aid purposes.

Financial Aid is not available for the Troop Leader to hand out, but they will be responsible for making sure that Troop Members know what is available and how it impacts the rest of the council.

We are going to look at two different areas of financial aid:

Financial Aid For Girls and Financial Aid available for Volunteers.

We want Girl Scouting to be available for any girl who wants to be involved.

One way we encourage this is by offering financial aid for the \$25 membership fee. This fee goes directly to GS USA. It does not go to Council.

When we provide financial aid for a girl's membership, the Council actually pays the \$25 to GSUSA on behalf of the girl.

This is on an AS NEEDED BASIS.

Remember that if financial aid is used, that money will not be available for another girl, and it will not be used for programming.

There are funds marked for this, but they are limited.

Therefore we encourage every troop to become self-sufficient, and rely on the fall product and cookie sales to secure membership for the next year.

Not only do the girls learn how to manage money and budget for essential items first, but knowing that they earned another year of Girl Scouting makes it even more valuable to them.

Parents/Guardians can apply for financial aid during the registration process by checking the checkbox on the payment screen for financial assistance.

There is also a MEMBERSHIP OPPORTUNITY FUND APPLICATION available on our website if you are submitting a paper registration.



Financial Aid

Financial Aid is not available for the Troop Leader to hand out, but they will be responsible for making sure that Troop Members know what is available and how it impacts the rest of the council.

Contact Shop Forms Event Registration

opp fund

Building girls of courage, confidence and character.



ACTIVITIES CAMP COOKIES+ VOLUNTEER GIVE G.I.R.L. Stories My GS/VTK LOGIN

SEARCH | GIRL SCOUTS OF BLACK DIAMOND

opp fund

Results for "opp fund"

- Adult Opp Fund Application
Adult Opp Fund Application
- Membership Opp Fund
Membership Opp Fund
- Girl Opportunity Form
Girl Opportunity Form

If you search for OPP FUND you will find the financial aid forms for Memberships, as well as the forms for GIRL AND ADULT EVENTS, which we will look at in just a second. .



Membership Opportunity Fund Application

P:304.345.7722 · F: 304.345.6427 · www.bdgsc.org

ELIGIBILITY/INSTRUCTIONS

Based on need, Girl Scouts of Black Diamond Council will offer funds to girls and adults who request financial assistance. Girls and Volunteers can apply for assistance with membership fees.

Eligibility

- Applicant would be unable to participate in the activity unless
- Applicants may be eligible for Opportunity Funds up to twice a year, if the second experience is significantly different from the first.
- Applicant can't owe debt to GSBDC.

Instructions

- Be sure to read event registration details before registering. Please print clearly with blue/black ink or type. Forms cannot be transferred from one event to the next.
- Incomplete registration forms will not be processed.
- A letter will be emailed or mailed notifying the applicant of the decision and the final amount.
- Membership Opportunity Fund Application must be completed for each request for each person.
- GSBDC does not provide assistance to the entire troop.
- GSBGC makes every effort to provide financial support so that no girl is denied participation in a Girl Scout experience due to lack of funds, however, Opportunity Funds are limited.

This form must be completed by the Parent/Guardian. Troop Leadership cannot request financial aid on behalf of the child.

Girls are Eligible for financial aid if:

- the Applicant would be unable to participate in the activity unless support was available

- Applicants may be eligible for Opportunity Funds up to twice a year, if the second experience is significantly different from the first.

- Applicants can't owe debt to GSBDC.

Some things to note:

- A letter will be emailed or mailed notifying the applicant of the decision and the final amount.
- GSBDC does not provide assistance to the entire troop.
- GSBDC makes every effort to provide financial support so that no girl is denied participation in a Girl Scout experience due to lack of funds, however, Opportunity Funds are limited.

<http://www.bdgsc.org/content/dam/girlscouts-bdgsc/documents/Finance/Membership-Opp-Fund.pdf>

FINANCIAL AID FOR GIRLS

We also want to provide financial aid for girls who cannot afford to go to council events.

You find our Girl Opportunity Fund Application on our website by searching for OPP FUND

Applications will be reviewed, and based on information given, a partial financial aid amount will be given to supplement the member's payment.

Member responsibility and opportunity fund must be paid prior to the event.

If you search for OPP FUND you will find the financial aid forms for Memberships, as well as the forms for GIRL AND ADULT EVENTS, which we will look at in just a second. .



**Girl Opportunity Fund
Application for Programs**
P: 304.345.7722 · F: 304.345.6427 · www.bdgsc.org

Based on need, Girl Scouts of Black Diamond Council will offer funds to girls who request financial assistance.

Eligibility

- Girls must be a registered Girl Scout.
- Applicant would be unable to participate in the activity unless they receive financial assistance.
- Applicants may be eligible for Girl Program Opportunity Fund up to twice a year, if the second experience is significantly different from the first.
- If applicant is requesting Girl Program Opportunity Funds for a council event, applicant must have participated in at least one product sale.
- Applicant can't owe debt to GSBDC.

Eligibility;

- Girls must be a registered Girl Scout
 - Applicant would be unable to participate in the activity unless they receive financial assistance
 - Applicants may be eligible for Girl Program Opportunity Fund up to twice a year, if the second experience is significantly different from the first.
 - If applicant is requesting Girl Program Opportunity Funds for a council event, applicant must have participated in at least one product sale.
 - Applicant can't owe debt to GSBDC.
-
- GSBDC does not provide assistance to the entire troop.
 - GSBDC does not provide assistance for troop trips.

GSBGC makes every effort to provide financial support, so that no girl is denied participation in a Girl Scout experience due to lack of funds; however, Opportunity Funds are limited.

Just the same as the membership form, this form must be completed by the parent/guardian. Troop Leadership cannot request financial aid for the girl.

This form can be used for a:

- Council Sponsored Event
- Day Camp
- A GSUSA Destination event

<http://www.bdgsc.org/content/dam/girlscouts-bdgsc/documents/Finance/Girl-Opp-Form.pdf>

FINANCIAL AID FOR VOLUNTEERS

There are funds marked to provide financial aid for memberships for certain volunteers who are necessary for troop safety and leadership but cannot afford to pay for their membership. This fund is limited and only given on an as needed basis.

Again, troops should budget funds to become self-sufficient, and rely on the fall product and cookie sales to secure memberships for the next year.

YES! Troops can use troop funds to pay for volunteer memberships, as long as the troop makes this decision!

Just remember that if you use those funds to pay for volunteer memberships, the funds won't be available for the girls to use for something else.

Adults can go to the website, www.bdgsc.org, and click on VOLUNTEER, and then VOLUNTEER under it. Scroll down to GET STARTED

Here you see the instructions on becoming a member, and specifically how to become a volunteer.

If you click "I do not need financial assistance for my volunteer role, you will be taken directly to the membership application page.

But if you choose "I am a returning volunteer and I need Financial Assistance" or "I am a new volunteer and I need financial assistance" You will be taken to a form where you can complete the necessary information to request financial aid for a volunteer role.

The screenshot shows a green header with the text "Get Started" and a white triangle icon on the right. Below the header is a list of four numbered steps:

- 1 Register Now:** Complete the [volunteer registration process](#) online. Background checks are required for most volunteers working directly with girls, handling troop funds/products, and administrative volunteers. For specific positions needing background checks, check out our [Volunteer Policies and Procedures](#). If your position does require a background check you will receive an email link to complete the background check process after completing your volunteer registration.
- 2 Get Connected:** Once your registration is completed you will receive an email with information to get you started.
- 3 Get Trained:** Visit our [online training and support page](#) for basic training requirements. Visit our [in person training page](#) for upcoming outdoor certification courses.
- 4 Stay Connected:** Attend monthly local meetings in your neighborhood service unit. Learn about upcoming opportunities and network with other volunteers.

A red rectangular box highlights three radio button options for the "Register Now" step:

- I do not need financial assistance for my [volunteer role](#).
- I am a returning volunteer and I need [financial assistance](#).
- I am a new volunteer and I need [financial assistance](#).

Black Diamond only offers ADULT financial aid for volunteers who impact girl/adult ratio, or perform a vital function in the troop but cannot afford to pay the membership fee.

You will need to select the position you are applying for as well.

We do not provide financial aid if you are just a parent, or an adult member.

We also do not provide financial aid for Troop Support Volunteers.

The positions we do provide financial aid for are on the right. You will also need to answer some questions about your household income and fill in the information needed to complete your registration.

Troop Leader	<input type="checkbox"/>
Assistant Troop Leader	<input type="checkbox"/>
Troop Driver	<input type="checkbox"/>
Troop Chaperone	<input type="checkbox"/>
Troop Cookie Chair	<input type="checkbox"/>
Troop Fall Product Chair	<input type="checkbox"/>
Service Unit Administrator	<input type="checkbox"/>
Service Unit Cookie Chair	<input type="checkbox"/>
Service Unit Fall Product Chair	<input type="checkbox"/>

We also want to provide financial aid for volunteers who are needed for girl/adult ratio but cannot afford the fees involved.

as well as girl safety and transportation- who cannot afford to go to pay for a background check every 3 years.

The base price for a background check is \$13.95 with \$.50 for each name change. Specific county and state court houses charge additional fees, so if you have moved around a lot, your background check could be pretty expensive.

We want to help out and we offer financial aid for background checks for all the positions we offer financial aid for memberships for.

During the checkout screen of the background check, there will be an option for "Council Pay." You may select this option to request financial assistance.

*One request though.... If you just need a background check just for one overnight event, and you are NOT one of these approved positions, please do not choose financial aid.

We really need to keep that funding for our volunteers who give their whole year to the girls by serving in dedicated positions.

The online system does not allow for a partial payment, but if you can and wish to, you can send in a check for the partial amount of the background check you wish to pay for.

We can provide partial financial aid for volunteers in positions who are needed for girl/adult ratio or who provide girl safety and transportation to and from events.

We provide help for those who cannot afford to pay for council events on their own.

It is essentially the same form as the Girl form and can be found the same way.

This form will be reviewed, and evaluated for financial need.

It is not an automatic approval and any amount that is not approved for financial aid will be the responsibility of the troop or the volunteer.

We also offer financial aid for approved volunteers who want to take trainings that have a fee associated with them, but the volunteer cannot afford to pay the full cost of the training.

If a volunteer would like to become an activity specialist for example, they can attend our OWLS event in the early spring.

The same Adult Opportunity Fund Application is used and found the same way as the Girl Opp Fund form.

on our website, www.bdgsc.org, If you search for OPP FUND you will find the financial aid forms for ADULT EVENTS

The image shows the top portion of a form titled "Adult Opportunity Fund Application" for Girl Scouts of Black Diamond. The header includes the Girl Scouts logo and the text "girl scouts of black diamond". To the right, the title "Adult Opportunity Fund Application" is written in a large, orange, sans-serif font. Below the title, contact information is provided: "P: 304.345.7722 · F: 304.345.6427 · www.bdgsc.org". On the left side, there is a vertical orange bar with the text "ELIGIBILITY/INSTRUCTIONS" written vertically. The main content area contains a paragraph of introductory text, followed by two sections: "Eligibility" and "Instructions", each with a bulleted list of requirements and guidelines.

girl scouts
of black diamond

**Adult Opportunity
Fund Application**

P: 304.345.7722 · F: 304.345.6427 · www.bdgsc.org

Based on need, Girl Scouts of Black Diamond Council will offer funds to adults who request financial assistance. Adults can apply for assistance with background check fees, membership and learning opportunities.

ELIGIBILITY/INSTRUCTIONS

Eligibility

- Adult must be a registered Girl Scout member if applying for Opportunity Funds for background check fees and/or learning opportunities.
- Applicant would be unable to participate in the activity unless Opportunity Funds are received
- Applicants may be eligible for Adult Opportunity Fund up to twice a year, if the second experience is significantly different from the first.
- Applicant can't owe debt to GSBDC.

Instructions

- Please print clearly with blue/black ink or type.
- Forms cannot be transferred from one event to the next.
- A reason for request must be provided. Incomplete forms will not be processed.
- The application must be completed by the person requesting funds.
- Please mail Adult Opportunity Fund Application with the appropriate form (application, screening, learning opportunity or membership).
- One Adult Opportunity Fund Application must be completed for each request, for each person.
- GSBDC makes every effort to provide financial support so that no one is denied participation in a Girl Scout experience due to lack of funds, however, Opportunity Funds are limited.
- Adult Opportunity Fund Application are supplementary.

Again, this form can be used for events, and volunteer trainings.

And Just like with the Girl form, The adult opportunity fund application has certain requirements.

- The Applicant must be a registered member
- Would be unable to participate without opportunity funds
- Can receive twice a year
- Cannot owe debt to GSBDC

Application must be completed by the person making the request.
Troop leaders cannot request them for their volunteers.

<http://www.bdgsc.org/content/dam/girlscouts-bdgsc/documents/Finance/Adult-Opp-Fund-Application.pdf>

So let's review what we covered in this training

- we covered the Responsibilities of Troop Positions
- What Troops can & can't use their funds for
- how to set up Bank Accounts and ideas for Budgeting
- as well as ways to earn finances, including Dues, Proceeds from Product Sales, Supplemental Money Earning Activities, Sponsorships and Donations

We will also looked at

- Recording and Reporting Finances
- what happens to finances when we have a Troop Disbandment, Transfer, Split or Troop Merges
- We closed with a look at girl and adult Financial Assistance

Customer Care

- **Have questions?**
- **Not sure who to contact?**

**Your First Thought should always be,
"I'll Contact Customer Care!"**



Customer Care
304.345.7722
customer care@bdgsc.org

Congratulations on reaching the end of Managing Troop Finances!

To receive training credit, please click the link below to complete the training credit form. You will need to select the training, **Managing Troop Finances**.

There will then be questions that populate on the form relevant to this training.

You must answer the questions to submit the form.

You will also need to enter a valid email, preferably the one you used to sign up for Girl Scouts.

www.cognitofrms.com/girlscoutsofblackdiamondcouncil/volunteertrainingcredit

If you cannot complete the online form and must submit a paper copy of the training, please send just this quiz answer sheet to:

Volunteer Training c/o Shawn Kasten 321 Virginia Street West Charleston, WV 25387

Managing Troop Finances Training

Name: _____ Email: _____

Phone: _____ Zip Code: _____ Troop: _____

1. Who is required to take Managing Troop Finances training?
 - a. Troop Leaders
 - b. Assistant Leaders
 - c. Troop Treasurers
 - d. Service Unit Treasurers
 - e. Service Unit Administrators
 - f. All the above

2. Where are the Policies for Girl Scout Volunteers located?
 - a. www.bdgsc.org then Volunteer, then Volunteer Resources
 - b. www.ebay.com then Volunteer, then Volunteer Resources
 - c. www.google.com then Volunteer, then Volunteer Resources

3. What are Volunteer Position Agreements?
 - a. Document that states what you are responsible for, and what you will be held accountable for in each position in Girl Scouts.
 - b. Document that means you agree to be a Girl Scout.
 - c. Document that is required to stay overnight in a Council camp.

4. Who is responsible for any monies or products received by the troop?
 - a. The Troop Leader.
 - b. The volunteer in charge of the troop finances or designated product sale.
 - c. The girls

5. Troop resources CAN be used for the following:
 - a. Memberships for girls or volunteers
 - b. Events
 - c. Trainings
 - d. All the above

6. Delinquency by a parent, or a troop volunteer is considered to be:
 - a. Ok.
 - b. Theft.
 - c. Expected.

7. In addition to the Cookie and Fall Product sale, what are the ways troops can earn additional money through Girl Scouts?
 - a. Troop Dues
 - b. Sponsorships
 - c. Additional Money Earning Activities
 - d. All the above.

8. Where are the two places you can submit your End of Year Finance Report online?
 - a. Volunteer Toolkit and the Webform found on www.bdgsc.org, volunteer, volunteer resources, end of year report
 - b. Girlscouts.org and the Volunteer Toolkit
 - c. the Black Diamond Facebook Page and the Volunteer Toolkit

9. What is the main idea behind troop merges, troop splits, and troop disbandment?
 - a. The money belongs to individual girls, so it follows the girl.
 - b. The money belongs to the troop and the troop decides where it goes or stays.
 - c. The money gets spent to buy the Troop Leader something nice for Christmas.

10. What can Council Financial Aid be used for?
 - a. for girl membership and events
 - b. for volunteer membership, background checks, events and trainings
 - c. to buy a dinner for the leaders