

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.

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.

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 = \$27,861

Household size 2: Max income per year = \$37,841

Household size 3: Max income per year = \$47,767

Household size 4: Max income per year = \$57,720

Household size 5: Max income per year = \$67,673

Household size 6: Max income per year = \$77,626

Household size 7: Max income per year = \$87,579

Household size 8: Max Income per year = \$97,532

*For households with more than eight people, add \$9,953 per additional person.



Troop Number _____

Girl or Adult (circle one)

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

Girl or Adult 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?

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

Are there any special circumstances that affect your income? If yes, please list additional information about expenses or circumstances that affect household/family income.

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

Payment must be made at the time of completing financial assistance form. We accept cash, check and credit/debit card which can be paid here on this form, at the council office, or over the phone.

Payment Information: Debit/Credit Card – ONLY Mastercard or Visa

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





January 9, 2024

Dear Customer Service and/or Branch Managers:

Girl Scouts of Central Illinois authorizes ___ & ___, as troop leaders, to open a Girl Scouts of Central Illinois, Inc. 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. Additionally, two council members (e.g. Chief Operating Officer and the Chief Administrative Officer) must also have access to GSCI bank accounts with the leaders. Kelly Day, COO and Jill Wilmot, CAO are listed as GSCI's members so please refer to our Board Resolution letter signed by our Board Chair for banking details.**

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

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

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

However, if you require the council members to sign the Bank Signature Card and the Corporate Authorization Resolution paperwork for them require authority over the account with opening, closing, auditing and changing signers, please have the leaders sign the paperwork first then either mail, secure email or fax it to our main office for council signatures (address is below).

The account holder name/title should be opened as follows:

Girl Scouts of Central Illinois Troop # ___

Ideally, the account would also have the following:

- 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

Please send a copy of the signature card to the following address for record keeping below or you can fax it at # 217-523-8321.

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

In regards to bank statements, debit cards and notifications, please send to the leader's address. If additional information is required please contact me at 217-241-3746 or jwilmot@girlscouts-gsci.org.

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 on this 24th day of September 2024;


WHEREAS, the Employer established three 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 Jennifer Sedbrook, Kelly Day, and Jill Wilmot.

NOW, THEREFORE, BE IT RESOLVED THAT:

- Jennifer Sedbrook, 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 checks greater than \$1,000, two signatures shall be required.

The undersigned, Anne Warth, Board President of the Employer hereby certifies that the foregoing resolutions were duly adopted by the Board of Directors on the 24th day of September 2024, and that the documents attached thereto are the true copies of the documents referenced in those resolutions.



 Anne Warth, Board President

10/21/24

 Date

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-gscl.org
or 888-623-1237

GSCI Preferred Banks

These banks are just suggestions. You do not have to go with one of these banks. However, these are banks we have relationships with, and they know what a troop account entails. From experience the bigger banks (ex: US Bank, Chase) have a high turnover and opening an account at one of those branches has been difficult in the past.

**Indicates multiple troops have had great experiences with these banks and they know Girl Scouts processes well.

Bank Name	Service Areas Covered
Alliance Community Bank	14, 18
Bank of Springfield	16, 17, 18, 24, 27, 127
Bank & Trust	16
Better Banks	31, 33
Busey Bank	3, 4, 5, 8, 9, 10, 11, 12, 13, 31, 34
Citizens First State Bank	30
**CEFCU	All
Commerce Bank	9, 10, 31, 32, 34
First Bankers Trust Company	22, 23, 24
First Community Bank – Carthage Office	22
First Community Bank of Hillsboro	20
First Financial Bank	2, 4, 8, 88, 9, 20
First Mid-Illinois	4, 6, 11, 12, 121, 13, 19, 24, 33, 34
First National Bank of Catlin	2
First National Bank of Dwight	8
Heartland Bank & Trust Company	3, 4, 7, 8, 9, 10, 24, 30, 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
NB&T	7
Regions Bank	4, 11, 12, 15, 17, 19
State Bank of Graymont	8, 88
State Street Bank	24, 26
Tompkins State Bank	28
Triumph Community Bank	14, 28
**United Community Bank (UCB)	ALL



Bank Account and ACH Agreement

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

Return this form to Girl Scouts of Central Illinois (herein after 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 with proof of account number from bank to Membership Support.

Account Information

Troop # _____ Service Unit _____

Name of Financial Institution _____ Branch _____

Address _____ City _____ State IL 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 # _____ using Federal Tax Identification Number 37-0681529.

- Two unrelated, registered Girl Scout adults affiliated with the troop shall be authorized signers on the account, but only one signature shall be necessary withdraw funds.
- 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.
- WE UNDERSTAND THIS ACCOUNT IS ONLY FOR THE PURPOSE OF GIRL SCOUTS AND IS NOT FOR PERSONAL USE.**
- By signing below, we agree to the 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: _____



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 the form and return to your Membership Engagement Coordinator.

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

Leader's Name _____

Address _____ City _____ Zip _____

Email Address _____ Cell Phone # _____

Date of proposed 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, their experience and fit with the 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 *Volunteer Essentials* (Money-Earning Basics) section and I will try to the best of my ability to adhere to these policies and guidelines.

Leader/Volunteer Signature _____ Date _____

For Council Use Only:	Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Notified _____
Membership Engagement Coordinator _____		Date _____		

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

Please detail how the requested funds will be used by the Troop/Service Unit.

Please explain how the funds will enhance the girls' Girl Scout experience and contribute to the Girl Scout Mission of 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 Yes No Date notified _____

Membership Engagement Coordinator _____ Date _____

Girl Scouts of Central Illinois
3020 Baker Dr.,
Springfield, IL 62703
888-623-1237
www.getyourgirlpower.org



In-Kind Contribution Form

Donor Information

Company/Business/Individual _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____ Phone # _____

In-Kind Contribution made for:

General Operations (list department) _____

Program/Grants/Event Title _____

Service Center or Camp Property _____

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

Fair Market Value of Donated Material/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 it to Accounting Supervisor in the Finance Department.*

For Council Use Only			
GSCI Service Center _____			
GL Code _____	Activity Code _____	Source Code _____	
Location Code _____	Department Code _____		

