



Girl Scouts of Silver Sage Bank Account Process

It is important to manage troop finances responsibly, track spending, and keep good records. After all, girls and families work hard to raise their troop funds!

Step 1: Pick your 2 (or more) bank account signers.

To safeguard Girl Scout funds, every Girl Scout troop must establish a troop bank account with 2 or more signers.

Bank Account signer Criteria

- Must be a registered Girl Scout Member for the current year
- Must have completed a Background Check and be eligible to volunteer
- Must not be related to, living with, or be in a relationship with any other account signer
- Have no outstanding balance with Girl Scouts of Silver Sage

Step 2: Choose where to bank & ask for a contact person.

Important: You won't need to physically go to the bank until Step #4, but you will need to select one before requesting to open your bank account.

Recommended Financial Institutions are:



If these institutions are not available in your area, you can decide which bank you would like to use for your bank account. Be sure to research the fees and rules associated with the bank and type of account that you choose- business checking or non-profit community checking. You can check your Service Unit (SU) Team (local area volunteers) to find out which banks are easy to work with in your local area. Sometimes smaller banks can be more fee-friendly to non-profit organizations, such as Girl Scouts. Once you've selected your bank, get the address, name and contact information (especially email address) of a bank employee who helps set up new accounts.

Step 3: Request to open a new bank account

After selecting the bank and getting a contact person, complete form **TRP112 Opening a Bank Account** to request to open a new bank account. Submit the completed form to your Service Unit Manager who will forward it to customercare@girlscouts-ssc.org or mail it to Girl Scouts of Silver Sage, 8948 W Barnes St, Boise, ID 83709

After you submit your request, it can take between three (3) and five (5) business days for Council staff to review and process it. Council will send the necessary documentation to the bank employee. The documentation will grant permission to open the troop bank account. The bank employee will then get an email with a letter granting permission to open the bank account. You will receive an email notifying you that this step has been completed.

Step 4: Open the account at the bank

All signers will need to go into the bank to officially open the account. Check with your bank if all signers must go in together.

Step 5: Register your bank account

Once you have been approved by Council and opened your troop bank account, you must register the bank account. This authorizes Girl Scouts to perform ACH* transactions for payments toward product sales programs and rebates. Register your new account number by emailing both your troop and account number to customercare@girlscouts-ssc.org.

**ACH stands for Automated Clearing House. An ACH withdrawal is an electronic fund where funds are taken out of one financial account and placed into another.*

Step 6: Apply for New Troop Start-Up Funds

Now that your account is open and has been registered, your troop may qualify* for \$25 in new troop start-up funds. This can be requested by completing form **TRP104 Request for New Troop Start-Up Funds**. Once completed, submit the form to your Service Unit Manager, who will forward it to customercare@girlscouts-ssc.org. It will take approximately 10 days to receive your \$25 check in the mail.

** Criteria to qualify for the \$25 troop start-up funds: The troop has to meet the definition of a "New" troop, which is defined as: A Daisy troop or a troop where 75% of the girls are new to Girl Scouts, with two (2) non-related adults appointed as troop leaders. The troop must have at least five registered girls, from a minimum of two (2) or more families*

NOTE:

Troop financial records (e.g. bank statements, finance reports, bank receipts, cash disbursements, Product sale receipts, etc.) must be retained for seven (7) years