



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, let us know which bank you would like to use for your bank account, and we will review your request. 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. Provide us with the bank name, address, contact name and email address of the bank account representative in charge of setting up your troop account, and Council will communicate with the bank and if your request is approved, will supply the requested documentation to the bank. 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. Savings accounts are not allowed.

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 customercare@girlscouts-ssc.org or mail it to Girl Scouts of Silver Sage, 8948 W Barnes St, Boise, ID 83709

After Council receives your request, it can take between three (3) and five (5) business days for Council staff to review and process it. When approved, Council will email the necessary Authorization documentation to the bank employee. You will receive an email notifying you that this step has been completed and what next steps are needed.

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 customercare@girlscouts-ssc.org. It will take approximately two (2) to four (4) weeks 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

Beyond Opening the Troop Bank Account

- Track troop finances using the Bank Balance Worksheet
- Review bank statements each month and have both signers initial the statement if all transactions are approved. If the troop is not tracking finances using the Bank Balance Worksheet, statements must include a detailed description next to each credit and debit.
- Use form TRP112 Opening or Changing a Bank Account to make changes to signers



**OPENING A BANK ACCOUNT/
MAKING CHANGES TO AN
EXISTING TROOP/SERVICE
UNIT ACCOUNT**

Girl Scouts of Silver Sage
8948 W. Barnes St.
Boise, ID 83709
(208) 377-2011 or (800) 846-0079
www.girlscouts-ssc.org
customercare@girlscouts-ssc.org

Required General Information. This section to be used for either Troop or Service Unit use.

Troop # _____ OR Service Unit # _____
Troop Leader or Service Unit Manager Name _____
Mailing Address _____
Email Address _____ Phone _____

All Troops or Service Unit checking accounts are required to be business checking accounts and have the council's EIN number. Personal accounts opened with personal Social Security numbers are NOT allowed.

Please complete the information in the appropriate section.

To Open a New Troop/Service Unit Account:

Our Council works with several preferred banks, i.e., Idaho Central Credit Union, US Bank, Horizon Credit Union, DL Evans Bank, and First Interstate Bank. If none of these banks are in your area, you may submit a request for approval for a different bank on this form. Prior to opening an account, our Council office will need the following information from you and will send a Letter of Authorization directly to the bank to open the account. Once the letter is sent, you will be notified and are expected to follow up with the bank directly. Please do NOT go to the bank until you receive the notification of approval from our Council. The bank will not be able to help you without the proper submitted documentation from Council.

Please complete the following:

Name of Bank _____

Mailing Address _____

Contact Person At Bank _____

Phone _____ Email _____

Signer 1: (Print Name) _____

Signer 2: (Print Name) _____

Signer 3: (Print Name) _____

To make changes to an existing bank Account: Making Signer Changes OR Close Account

You may be a Leader or Service Unit member who is taking over an existing Troop/Service Unit and Troop/Service Unit Bank Account, making signer changes, or closing the account.

Are you closing this account? Circle yes/no

Please complete the below section. The Council office is required to send the bank a new Letter of Authorization before changes are made to the account. Please do NOT go to the bank until you receive Council's notification of approved changes.

Name of Bank _____ Account# _____

Mailing Address _____

Contact Person At Bank _____

Phone _____ Email _____

Remove these signers:

(Print Name) _____

(Print Name) _____

(Print Name) _____

Add these Signers:

(Print Name) _____

(Print Name) _____

(Print Name) _____

Keep these Signers:

(Print Name) _____

(Print Name) _____

(Print Name) _____

General Instructions

Return this form via email: customer care@girlscouts-ssc.org OR Mail:

Attention: Customer Care

Girl Scouts of Silver Sage

8948 W Barnes St

Boise, ID 83709

If you have any questions, please contact Customer Care at (208) 377-2011 or (800) 846-0079

Please Note: There MUST be a minimum of two (2) unrelated signers on the account. All signers on Troop/Service Unit Checking Accounts must be approved volunteers, who are unrelated. To be considered an approved volunteer, the individual must:

- Be a registered Adult Girl Scout for the current membership year
- Have successfully completed a Girl Scouts of Silver Sage background check (within the last 5 years)

Your Membership Manager will verify that these requirements have been met prior to issuing the appropriate authorization.



**REQUEST FOR
NEW TROOP START-UP
FUNDS (\$25)**

Girl Scouts of Silver Sage
8948 W Barnes St
Boise, ID 83709
(208) 377-2011 or (800) 846-0079
www.girlscouts-ssc.org

Troop Information

Troop # _____ Service Unit # _____

Daisies Brownies Juniors Cadettes Seniors Ambassadors

Troop Leader 1 - Name _____

Mailing Address _____

Street City State ZIP

Phone Number -- Home _____ Work _____ Cell _____

Email: _____

Troop Leader 2 - Name _____

Mailing Address _____

Street City State ZIP

Phone Number -- Home _____ Work _____ Cell _____

Email: _____

Our troop has met the definition of a "New" troop defined as:

- * A Daisy Girl Scout troop or a troop where 75% of the girls are new to Girl Scouting
- * Two (non-related) adults have been appointed as Troop Leaders
- * A minimum of five girls, from two or more families, have registered as Girl Scouts

Authorization

Troop Leader 1 - Signature Date

Troop Leader 2 - Signature Date

Council Staff Signature Date

Troop Leader—Submit this completed form to Customer Care at customercare@girlscouts-ssc.org or mail it to: Girl Scouts of Silver Sage, 8948 W Barnes St, Boise, ID 83709