



Girl Scout Council of the Nation's Capital
 4301 Connecticut Avenue, N.W.
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Troop Money Manager Checklist

Contact your Service Unit Money Manager for assistance in completing the checklist below.

Name	Assoc	SU
<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Unit Money Manager (SUM) Primary Volunteer Contact: E-mail		Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Field Director (FD) Primary Council Staff Contact:		Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Place a check in the left column as you complete each task listed below.

Beginning Paperwork

<input type="checkbox"/>	Complete the GSCNC Volunteer Position Application online.
<input type="checkbox"/>	Submit GSUSA registration form and \$12 fee (financial assistance is available).
<input type="checkbox"/>	Obtain a copy of Volunteer Essentials.
<input type="checkbox"/>	Sign the appointment letter from Troop Leader.

Bank Account

<input type="checkbox"/>	Locate a bank that guarantees free checking.
<input type="checkbox"/>	Submit request for Letter of Authorization found at http://www.gscnc.org/managingtroopaccount.html
<input type="checkbox"/>	Establish bank account in the name of "Girl Scout Troop #_____ and Girl Scout Council of the Nation's Capital".
<input type="checkbox"/>	Ensure an SU signer is on the account as well as a Troop Leader.
<input type="checkbox"/>	Request checkbook and bank card.
<input type="checkbox"/>	Do not have an address, phone number, or name printed on the checks or bank cards to ensure an easy transition for a new Money Manager or Troop Leader.

Troop

<input type="checkbox"/>	Review and understand financial and sales abilities for my troop level (Volunteer Essentials pg 63).
<input type="checkbox"/>	Ensure that girls are part of the decision process for troop dues, money-earning, and uses of collective funds.
<input type="checkbox"/>	Keep parents informed of how troop money is being spent.

Transactions

<input type="checkbox"/>	Obtain the Sales Tax Exempt card from SUM and use for all troop purchases.
<input type="checkbox"/>	Reimburse volunteer or parent within 2 weeks of purchase, only if receipt is submitted.
<input type="checkbox"/>	Provide monthly bank statements with receipts for all transaction to SU Money Manager.