



## Troop, Group, and Individual Program Loan Application

This application is to be used by troops, groups, and individuals to request loans when funds for an approved Girl Scout expense are not available at the time that payment is due. Applications are subject to approval by the Program Grants Panel which meets on the third Monday of every month. **Applications must be submitted by the second Monday** of the month in order to be considered that same month. The Program Grants Panel does not issue reimbursements for activities.

### FORM SUBMISSION

Mail: Girl Scout Council of the Nation's Capital  
 Attn: Program Loans  
 4301 Connecticut Avenue, NW  
 Washington, DC 20008  
 E-mail: apotter@gscnc.org Fax: (202) 274-2161

### PROGRAM LOAN CRITERIA

- Program loans help troops, groups, and individuals to cover approved Girl Scout expenses when funds are not available at the time that payment is due. Program loans can be considered in the following situations:
  - To make a deposit for activities prior to receipt of funds from the cookie program
  - If money-earning activities have fallen short of expectations and plans cannot be changed
  - If a special opportunity arises and girls need more time to raise money
  - If several girls in the troop or group are in need of financial assistance
- Program loans must be repaid within twelve months.
- The Program Grants Panel will not issue reimbursements for expenses that have already occurred.
- Unpaid program loans are considered a Council debt. Troops, groups, and individuals that default on a program loan may not participate in Girl Scouts Nation's Capital programs or use Girl Scouts Nation's Capital campsites, and may be subject to debt collection.
- The Program Grants Panel will closely investigate requests for trips planned through tour operators as those trips do not always meet the guidelines of the Panel with regards to timelines for planning and money-earning.

### LOAN RECIPIENT INFORMATION

Name		Address		City	State	Zip
Troop	Association	Service Unit	Program Level			
			<input type="checkbox"/> Daisy <input type="checkbox"/> Brownie <input type="checkbox"/> Junior <input type="checkbox"/> Cadette <input type="checkbox"/> Senior <input type="checkbox"/> Ambassador			

### LOAN DETAILS

Description of Expenses to Be Covered By Loan: \_\_\_\_\_

Date(s) of When Expenses Will Be Incurred: \_\_\_\_\_

Number of Girls Loan Would Cover: \_\_\_\_\_ Number of Adults Loan Would Cover: \_\_\_\_\_

### INDIVIDUAL SUBMITTING REQUEST

Name		Relationship to Program Grant Recipient		E-mail		
Address		City	State	Zip	Phone	

Complete the following information if the check should be mailed to a different address other than the one listed above:

Check Payable To	Address	City	State	Zip

**LOAN REQUEST AMOUNT**

Total Cost of Activity for Troop	
Amount Available from Troop Funds	
Amount Available from Families	
Total Amount Available	
Requested Loan Amount	

**LOAN REPAYMENT SCHEDULE**

Proposed Payment Due Date	Proposed Payment Amount

Please provide specific reasons for why the loan is being requested and how what activities the Troop will do to earn the money needed to pay the loan back to Council:

**LOAN REPAYMENT AGREEMENT**

I understand that this troop loan is a financial obligation to the Girl Scout Council of the Nation's Capital and I agree to repay the loan within twelve months according to the repayment schedule. I understand that defaulted loans are considered a Council debt and will affect application for loans, programs, and use of camps.

Troop Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_