

Girl Scouts of Western Washington  
**Adult Member Financial Assistance Guidelines**  
Financial Assistance 2009-2010

1. Girl Scouts of Western Washington grants financial assistance to **currently registered adults** based on financial need.
2. Before GSWW can grant a request, a Financial Assistance Eligibility Application must be completed and returned to GSWW's DuPont Girl Scout Center. Request forms may be sent with eligibility form. Eligibility form must be submitted each year. (Program year runs from October 1 through September 30) If applying based on extenuating circumstances, GSWW may request another eligibility form be submitted again in a few months. Eligibility and request forms for the next school year will be processed beginning mid-August (for items and activities occurring after October 1) if the Girl Scout is already registered for the upcoming year.
3. The deadline for Financial Assistance Request Forms is 30 days before the event for which assistance is being requested or 60 days before for extenuating circumstances. It is not possible to accommodate late applications. This deadline will be enforced since applications are sometimes returned due to errors, incompleteness, or lack of signature and some events require that GSWW issue a check in advance. If it is necessary to pay for an event in advance, a request for reimbursement from Financial Assistance will be considered if a Financial Assistance Request form is received within 30 days of the date of the event and it is accompanied by a receipt showing registration for that event. Be aware that reimbursement is not guaranteed. If the individual does not qualify for Financial Assistance, the event is not eligible for Financial Assistance, the request is submitted more than 30 days after the event or for some other reason Financial Assistance is not granted, no reimbursement will be made.
4. Requests may be submitted throughout the year.
5. Questions about financial assistance can be directed to neighborhood troop services (NTS) at each regional service center or to the Financial Assistance Coordinator at the GSWW's DuPont Girl Scout Center.
6. Eligible **adult volunteers** may receive financial assistance for the following requests:
  - a. Girl Scout pins
  - b. Girl Scout Leader and applicable books for troop level (**primary troop leaders only**).
  - c. Up to two Service Unit or GSWW Council programs. (Assistance is limited to those adults **required** to accompany girls to fulfill *Safety-Wise* adult/girl ratios.)
  - d. All **required** position courses or events. Required trainings depend on your position, and if troop leader, the activities your troop will participate in throughout the year. For further information, contact Volunteer Learning staff.
  - e. Active volunteers who are unable to pay the \$12 GSUSA membership dues may request dues if membership is required for them to fulfill their volunteer roles with GSWW. (**Check with SU registrar for details**)

**Instructions:**

1. All applications must be **complete** and **signed** by a parent/guardian.
2. Faxed applications must use black ball point pen – no light colored pens or pencil.
3. Please contact the Financial Assistance Coordinator if you have questions or want to make sure your forms have been received. Preferred contact for questions is email.
4. All Financial Assistance forms and any Income Verification should be sent to the following address:

GSWW, PO Box 770, DuPont, WA 98327  
Phone: 1-800-541-9852 Fax: 253-473-0969 Email: [lluttrell@girlscoutsww.org](mailto:lluttrell@girlscoutsww.org)