

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

1. Girl Scouts of Western Washington grants financial assistance to **currently registered girls** based on financial need.
2. Before making any requests, 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) Eligibility and request forms for the next school year will be processed mid-August (items and activities occurring after October 1) if the Girl Scout is already registered for the upcoming year.
3. The eligibility form must be signed by parent(s) or legal guardian. If a signed Eligibility form is on file and parent or legal guardians have indicated approval, troop leaders may make requests on behalf of the girl for dues, store items and SU/Council events that the troop is attending. *The leader makes these requests* using the request form. Leaders should contact the Financial Assistance Coordinator with any questions.
4. Leaders may make a troop request for troop dues **only**. (If parent or legal guardian refuses to fill out an eligibility form) make this request by marking the box indicating "Troop Leader Request" on the request form.
5. **Financial Assistance grants are based on family size and income.** Family income must be reported. At times, a family may not qualify for financial assistance under the income guidelines, but has experienced extenuating circumstances that GSWW will consider when determining eligibility.

All families who want GSWW to consider extenuating circumstances that impact their ability to pay for the requested item or activity will have their applications reviewed and decided by a volunteer committee. Because the committee has to convene to make decisions, extenuating circumstance requests must be received by GSWW at least **60 days** in advance of the item, event or activity for which the funds are being requested. Financial information must still be provided to GSWW. Updates on a family's financial situation may be requested in making extenuating circumstances decisions.

Examples of extenuating circumstances:

- Recent loss of essential income upon which the family has depended
 - Significant medical expenses not covered by insurance
 - Loss of, or severe damage to, a home or family business due to natural or other disaster, which insurance didn't cover
 - There may be other hardships that qualify as extenuating circumstances impacting family income
6. 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.

7. Notification of eligibility and troop program grants will be sent to both parent/guardian and troop leader.
8. Notification of a girl's Day, Community or Resident Camp grant will be sent to the girl's parent/guardian and camp registrar, unless otherwise notified.
9. **Parents will be notified of leader's requests for financial assistance for their daughter.**
10. Questions regarding financial assistance may be directed to neighborhood troop services at regional service centers or the Financial Assistance Coordinator at the DuPont Girl Scout Center.
11. Eligible girls may receive financial assistance to support the following requests:
 - a. **Troop Dues-** (max \$40) requested by parent/guardian or troop leader. The deadline for requests for the current membership year is May 15th.

b. Store Items-

Eligible Girl Scouts may request **uniform items** (sash or vest, Girl Scout pins, council patch, and troop numbers) and relevant **books**. Girls are only eligible to receive one uniform set and set of books per program level. (**Girls who are bridging** in the current program year may request uniform items for the next program level in the same year as their first request, but will receive no financial assistance for such items in the next program year). Deadline for the current membership year is May 15th.

Sizes available:		
Daisies:	Tunic	S/M, L/XL
	Vest	XXS/XS, S/M, PM
Brownies	Vest	S, M, L, PS, PM, PL
	Sash	47" or 59"
Junior	Vest	M, L, XL, XXL
	Sash	52" or 62"
Cadette, Senior & Ambassador		
	Vest	S, M, L, XL, 1X, 2X, 3X
	Sash	70 ½" or 75 ½"

After receipt of a Store Grant Certificate, Parent/Guardian or Troop Leader may contact the store to arrange pickup or delivery of store items. Approved items will be shipped at no charge.

c. **Two GSWW or Service Unit-sponsored events** throughout the year (held within GSWW jurisdiction) and **one LIT/PA training**. **Troop trips are not eligible for financial assistance.** GSWW events include any event listed in the Event Guide, and events listed by approved program partners in the GSWW online calendar. SU events include encampments. Camp programs include day camp, community camp and resident camps, *see below*.

d. Camp Programs-

Girls may request financial assistance for **one** camp session per year, up to 6 days in length. Girls may choose one of the following: River Ranch Day Camp, Resident Camp, SU Twilight or Day Camp, Community Camp, Sound and Sails, or Family Camp. **Exception:** CIT applicants may apply for financial assistance for the full CIT program.

Note: Girls who qualify for financial assistance and apply for camp sessions longer than 6 days will receive funding for first 6 days only of program at the percentage level for which the girl is

eligible. The balance owed will be calculated by GSWW. The family will be informed of the amount owed in the financial assistance grant letter.

Independent income verification: Applications for assistance to attend Resident, River Ranch Day or Family camps require independent income verification. (**Income verification is required only if attending camps held at River Ranch, St Albans or Robbinswold.**) The most recent tax return should be submitted. (SSN and bank routing numbers may be marked out) If income has significantly changed, a statement may be included along with the two most recent pay stubs and/or documents of current income source. (Families receiving social security (SSI) or state assistance (TANF) may submit a current award letter in lieu of a tax return.)

Cookie Dough/Cookie Camperships: Girls who earn a session at camp by selling cookies are also eligible to apply for financial assistance to attend an additional camp session. Girls may apply their earned cookie session or cookie dough and financial assistance to separate sessions or to a single session that exceeds 6 days.

e. **Destinations**

A committee will convene throughout the year to award destinations grants. Girls must participate in a qualifying GSUSA or GSWW sponsored destinations program of five or more days.

GSWW will grant **up to \$2,500** of the cost of qualifying destinations toward program fees and documented travel costs. **Income verification** must accompany applications and requests must be submitted **60 days** prior to date payment is required. (See Camp Programs, above, for details regarding independent income verification.) Reimbursements for money already spent on destinations will not be granted. To be eligible for financial assistance, all travel must be booked by GSWW. Girls must be accepted into destinations program before requesting financial assistance.

Girls must be at least 14 years old. Program experiences must be submitted and shared with the council upon return. The girl's past travel opportunities will also be taken into consideration when deciding whether to grant financial assistance for a destinations trip.

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. Independent income verification must accompany all applications for Resident Camp, River Ranch Day Camp, and Destinations. Submit forms **at least 30 days** prior to event, **60 days** for Destinations programs and extenuating circumstances.
4. Please contact Financial Assistance Coordinator if you have questions or want to make sure your forms have been received. Preferred form of contact for questions is email.
5. 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: luttrell@girlscoutsww.org