

SU# \_\_\_\_\_ Troop# \_\_\_\_\_ Bank Name \_\_\_\_\_

Authorized Bank Signer Name\* \_\_\_\_\_ Phone\* \_\_\_\_\_

Mailing Address\* \_\_\_\_\_ City\* \_\_\_\_\_

State\* \_\_\_\_\_ Zip Code\* \_\_\_\_\_ Email \_\_\_\_\_

Troop Product Manager Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

**Please share this information with all troop families so that all parties are aware of this agreement  
and then submit signed form to your Service Unit Product Manager by 9/24.**

**By signing this form:**

- I confirm that I am an authorized signer and/or Troop Product Manager on the bank account of the above named troop.\*
- I agree that Girl Scouts of Western Washington will ACH (electronically transfer) the funds that the troop owes to council for the 2021 Fall Product Program on the date listed in the *Troop Product Manager Manual* from our troop account.\*
- I agree that if there are insufficient funds in our troop account on the designated withdrawal day that the troop will be responsible for any fees that may be charged by the bank.\*
- I understand that all envelope deposit overages will be considered product sold and added as Care to Share donations.
- I understand that liability for each Outstanding Debt situation is evaluated individually by Girl Scouts of Western Washington and their insurance company. If loss is determined to be due to fraud, neglect or misappropriation of funds and/or product, the responsible adult will be expected to reimburse Girl Scouts of Western Washington for the missing funds or products and legal action will be taken by Girl Scouts of Western Washington to collect the debt, as needed.
- I understand that all money deposited with product program revenue during the sale dates is considered product program revenue and credited to the troop/IRM as additional product sold. The troop/IRM will receive proceeds for the additional products.
- I understand that the troop/IRM is not allowed to accept donations outside of the council sponsored Care To Share program during the sale dates listed in the *Troop Product Manager Manual*. If my troop/IRM is given money in excess of the retail cost of the product, these amounts will be credited to the troop/IRM as additional product sold. The troop/IRM will receive proceeds for the additional products.

*\*These statements are not applicable to IRMs and troops without established bank accounts.*

\_\_\_\_\_  
Signature of Authorized Signer on Troop Account\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Troop Product Manager

\_\_\_\_\_  
Date