girl scouts of western washington

Annual Troop Finance Report (ATFR) Hot Sheet

Submit your Annual Troop Finance Report (ATFR) by June 30, 2026. You can submit your ATFR electronically using the Volunteer Toolkit from June 1–September 30, 2026. After September 30, ATFRs must be submitted using the paper form.

📋 Steps to Complete Your ATFR

1. **Gather materials:**
   - **Troop Detailed Cash Record**: use this form to track all income and expenses.
   - **VTK ATFR Submission Instructions**: step-by-step instructions with images.
   - **Bank statements (June 2025–May 2026):**
     - For assistance with Columbia Bank, Global Credit Union, or KeyBank online access, email volunteerbanking@girlscoutsww.org.
     - Other banks must email full-year statements to volunteerbanking@girlscoutsww.org.
   - **Receipts, invoices, or emails:**
     - For purchases and reimbursements labeled "Direct Deposit GSWW", email volunteerbanking@girlscoutsww.org.
     - For purchases and reimbursements labeled "GS of New York, NY, USA", call 800-811-9342 or email shopcustomerservice@girlscouts.org.
   - **Product Program proceeds**: log in to M2 (for Fall Product) and eBudde (for Girl Scout Cookie Program) to find your **troop's proceeds** amounts in the Sales Report.
   - **Financial assistance documentation**: if applicable.
2. **Log in to the VTK:**
   - Girl Scouts of Western Washington membership, background check, and Leader/Assistant/Treasurer role required.
   - Use **Chrome** or **Firefox** for best user experience.
   - The VTK saves your progress— you can start now and finish later!
3. **Complete and submit your ATFR:**
   - Report start date is **June 1, 2025,** or different if your troop is less than a year old.
   - Report end date is **May 31, 2026**, or different if your troop is disbanding.
   - Use the **"Helpful Links"** and **green triangle icons** in the VTK for guidance.
   - New troops (formed before June 1, 2026) must complete an ATFR.
     - View our example ATFR for troops without accounts.
   - One report per volunteer—another eligible volunteer must submit for additional accounts.

🆘 Need Help?

Contact our customer care team at 1-800-541-9852 or customercare@girlscoutsww.org. You can also visit gsLearn to view our ATFR walkthrough video.

⚠️ Important

- Delinquent ATFRs not submitted by May 31, 2027, will result in donated funds, which

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cannot be recovered or reimbursed by Girl Scouts of Western Washington.