

## Troop Financial Agreement: Creation Tool

This resource is a tool for troops to use with their youth members to create an agreement of how to spend their money. Please remember that all funds collected, raised, earned, or otherwise received in the name of and for Girl Scouting belong to the troop and must be used for Girl Scouting. Funds are administered through the troop and do not belong to individuals, including funds the troop earns through product sales.

Note: Funds raised cannot follow a Girl Scout who moves to a different council or decides to no longer participate.

### Questions to Discuss:

1) What goals do we have for our troop? What do we want to use troop funds for?

Here are some ideas:

- Renewal: *best practice is to renew your troop before June 30*
- Field trips and events
- Travel: *an additional Money Earning Group Agreement is recommended for extended travel*
- Snacks
- Fun patches, badges/petals, and awards
- Supplies
- Administrative costs: printing activity sheets, booking meeting locations, a troop gsZoom license, etc.

2) Many troops collect troop dues when they first begin as Girl Scouts. Do we continue to collect dues after our first year? If so, how much? What will the money be used for?

3) What happens if a youth member cannot attend an activity or event?

- Are there alternative opportunities for them to do, or do they just miss the experience?

4) What happens if a youth plans to attend an activity or event and cancels?

- Does the family need to reimburse the troop? Are there special considerations with illness?

5) What happens if we have to ask a youth member to leave an activity?

6) What happens when a youth joins the troop?

- Will troop dues be prorated?

- If we are saving for a trip or activity, how will they be financially incorporated into the future plans of the troop?
  - What if the new member doesn't agree with the current policy?
- 7) What happens if a youth member leaves the troop to join another troop or becomes an Individually Registered Member?
- Does a portion of troop funds follow them? How do we determine what, if any, portion will follow? See [Girl Scouts of Western Washington Troop Funds Splitting Policy](#) for more information.
- 8) If we have a member moving out of state, what could we send with them to help support their future in Girl Scouts? (This cannot be money.)
- Examples include:
- Renewing membership
  - Purchasing uniform
  - Girl Scout related supplies
  - Girl Scout gift card
  - Girl Scout online store items
- 9) How do we make changes to our agreement?
- 10) How do we celebrate a youth member bridging to adult?
- Examples include:
- Purchasing lifetime membership or paying for part of the lifetime membership.
  - Paying for events or activities over the summer.
  - Purchasing adult uniform pieces or Girl Scout merchandise.
  - Item commemorating their time in the troop, like a blanket, picture book, etc.

### **Helpful Tips:**

- 1) Some of these questions might be a bit too advanced for some of our Girl Scouts, however, all Girl Scouts regardless of age or program level should be involved in setting goals and determining how troop funds should be used. Use your best judgement based on your Girl Scouts' program level to determine which questions you should bring to the troop.
- 2) Agreement should be in writing and signed by troop leaders, youth members and their caregivers. Please remember to have new members review and sign the agreement. We recommend, storing the signed copy with your other important troop paperwork.
- 3) Agreement should be accessible to all members to refer back to, it could be a printed copy or in a shared folder.
- 4) At the start of the new Girl Scout year, we recommend you review the agreement.