

Volunteer Essentials' Policy/Procedure Questions May 2019

1. What happens to a disbanding troop?

A troop is considered disbanded when it is no longer functioning or has not re-registered within six months of the expiration date of its last registration.

Before taking the final steps for disbanding, make sure the adults and girls of the troop have shared their opinions on improving the Girl Scout experience and explored all the various options for keeping the troop intact. Discuss adjusting schedules, program activities, and reorganizing adult leadership. Sometimes exploring these remedies allows the troop to remain active, but even if the troop does disband, everyone will have had a say in the process.

Once the decision to disband is firm, there are a few steps to take for proper closure. Here is a checklist of what you should do with the girls, supplies, equipment, money, and paperwork:

Leader:

1. Contact the Service Unit Manager as soon as you know (or think) that your troop is disbanding. The Service Unit Team will assist you through the process.
2. Work with the School Organizer & Registrar to find new troops for the continuing girls and adults. This is the most important thing you will do when disbanding your troop. With the help of the School Organizer & Registrar, encourage and assist the girls and adults still interested in scouting to find a new troop. There is also the option of registering girls as independent Girl Scouts.
3. If the troop purchased supplies/ equipment, the girls should have a say in what happens to it. If your troop owns camping equipment, the girls might decide to give it to a younger Girl Scout troop that is just starting to camp. Or see if the council or the Service Unit can use the supplies/ equipment.
4. Determine what the remaining troop money will be used for. Remember that the troop money belongs to Girl Scouts, not the individual girls in the troops, and the funds should be used in a manner compatible with the Girl Scout program goals (refer to [Chapter 5](#) of VE).

Remaining troop funds that are returned to the Service Unit Manager immediately after disbanding are to be held in the Service Unit account. If the troop is reorganized within one year, the monies will be returned to the troop. If the troop is not reorganized within one year of disbanding, the funds will be given to the Service Unit.

5. Complete a Final Troop Financial Report. The purpose of this report is to fulfill the Girl Scouts of Eastern Pennsylvania's obligation as a corporation to account for public funds and to provide other information required by GSUSA. Please submit two copies of this report along with two copies of your final bank account statement and the closing receipt from your bank account to the Service Unit Manager. Any remaining funds should be turned in to the Service Unit Manager or Treasurer at this time along with any unused checks, bank statements, the checkbook register, and any troop records.

SUM/Treasurer/Leader:

1. Close the troop bank account. Once ALL checks have cleared the bank, make sure the account is closed. Have the bank issue a Cashier's Check for remaining funds payable to "GSEP Name of the SU." The Service Unit Manager or Treasurer will manage and distribute funds to any troops accepting the continuing girls.
2. The SUM should make sure all troop property has been appropriately distributed.
3. Members of the SU team should confirm that all of the girls who want to continue with GSEP have been offered other options: 1. move to another troop, 2. become a Non-troop-Affiliated Girl Scout, or 3. be informed of the other options available via other pathways.

2. What is a Troop Financial Report?

The Troop Financial Report summarizes the end of year finances for the troop. The report must be filed with the Service Unit Manager or Service Unit Treasurer each year by June 30th. A copy of the most recent troop bank statement(s) (one for each open account) is filed annually with the Troop Financial Report. Copies of receipts for troop expenses should be kept with the troop files and should be marked with activity or use of materials. The financial report may be computer-generated from a money management program, such as, Quicken, Excel, or Access, as long as the information provided is the same as that found on the council form. It's strongly encouraged that troops use the Troop Financial Worksheet, found online on the [Forms](#) page of our website. This allows you to simply add the amounts in each column and then transfer those totals to the appropriate line on the Troop Financial Report form, also found on the [Forms](#) page of our website.

Line item explanations:

- a. **Troop Dues Collected** - Report actual amount collected.
- b. **Product Sale Profit** - Report actual money the troop earned after all bills were paid.
- c. **Other Money-earning Profits** - This does NOT include product sales. On a separate piece of paper, list each money-earning project and the amount of profit received during the report period. Add the total received from ALL money-earning projects and record that total.
- d. **Donations** - Any cash or gift certificates received by the troop. This includes "tips/donations" received during product sales as they are not included in the profit totals. It also includes monetary donations received from sponsors. NOTE: In-kind donations cannot be shown as monetary donations.
- e. **Equipment** - Any permanent items that were added to the troop inventory such as books, camping equipment, flags, etc.
- f. **Program Supplies** - Expendable items such as craft supplies, copies, postage, etc.
- g. **Overnight Camping** - Actual cost of cook-out or camp food, site fees, rental fees
- h. **Trips** - Cost incurred to participate – gas, tolls, admission fees, event participation fees, program fees, food/snacks consumed on trip or at event.
- i. **Money-earning Costs** - Expenses incurred for the event—posters, markers, site rental, advertising.

3. Which adults need to be registered and cleared?

- a. Adult volunteers (this includes adults who attend troop meetings, cookie booths or trips) must be at least 18 years old, registered as an adult, and must be cleared according to GSEP policies (read more about Criminal Background Clearances online here: <http://www.gsep.org/en/for-volunteers/ways-tovolunteer.html>).
- b. Adults needed to meet troop ratios (found on the ratios chart on p.78 in MY19 VE) must be registered and cleared.

4. What needs to be done for troop trips or travel?

- a. **Parent Permission for Troop Activities** –Troop leaders must obtain the written permission of the parent or guardian of each girl planning to participate in any activity outside the regular troop meeting time and/or place. Girls without written permission may not be transported from the departure location and may not participate in the activity. The Troop Leader fills out the trip details and collects signed copies from each parent/guardian.
- b. **Trip Applications** - For every activity that falls outside of a troop’s meeting time and/or place, the Troop Leader must fill out the GSEP Day Trip Application. For any trip that is 1-2 nights, or three nights over a holiday weekend, or during the summer months of June –August, the Troop Leader must fill out the GSEP Overnight Trip Application. For trips lasting 3 nights or longer, the Troop Leader must fill out the GSEP Extended Trip Application Proposal and Final Submission. Read more about troop travel in the Travel Appendix of Volunteer Essentials.
- c. **Certificates of Insurance** - COIs are required for any trip that includes a high-risk activity – which includes hotels if they have a pool. If you have any questions regarding whether a COI is required, or to submit a vendor COI for trips including high risk activities email memberservices@gsep.org. GSEP provides Certificates of Insurance (COI) for troop meeting places and for additional facilities hosting Girl Scout activities. Any existing COIs are automatically renewed by the GSEP insurance company to all facilities hosting troop meetings in the beginning of July. To view the list of facilities for whom GSEP has a current COI, click here: <http://www.gsep.org/content/dam/girlscouts-gsep/documents/CertificateOfInsuranceList7.25.pdf>. If you are planning a trip to a location/facility that is not on this list, you will need to request a copy of their COI and submit it to memberservices@gsep.org.
- d. **Supplemental Insurance** - It is recommended to purchase supplemental insurance for trips that include non-Girl Scouts. If supplemental insurance is not purchased, trip participants who are not registered members of Girl Scouts are not covered by Girl Scout Activity Insurance. Several different plans are available depending on your type of trip and desired coverage. Send form and payment to Human Resources at 330 Manor Road, Miquon, PA 19444 at least two weeks prior to your trip. The different plans are explained here: <http://www.gsep.org/content/dam/girlscouts-gsep/documents/GSEP%20Insurance%20Summary%20MY19.pdf>
- e. **Council Approval Needed** - A troop submits a trip approval form to the Council rather than to the Service Unit for an Extended Trip - for trips lasting 3 nights or longer. Extended trips require both a Proposal and a Final Submission to be submitted to the Council office. One form now serves both purposes – check off “Proposal” at the top of the form for your first submission, and check off “Final Submission” for your final paperwork. Troop Leader submits the form to travel@gsep.org

5. What are the guidelines for troop money earning??
 - a. To participate in any non-Council fundraisers, a troop/group must first participate in GSEP's product sales program - the Cookie Program.
 - b. In addition to participating in product sales programs prior to any other money-earning activities, the troop/group must adhere to the following guidelines:
 1. All participation is voluntary.
 2. Written permission is required for each girl.
 3. An understanding of (and ability to explain clearly to others) why the money is needed.
 4. All rewards earned must support the Girl Scout program experiences.
 5. External fundraisers cannot compete with GSEP-sponsored product program sales.
 6. Sales must not involve the sale of any products that compete with our previously offered NAR products. For example, troops cannot engage in the sale of chocolate, nuts, or magazine products from October to December 2018.
 7. Group money earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience (GSLE).
 8. A fundraising activity cannot directly support or solicit money on behalf of another organization - this means troops cannot partner with another business for a portion of the profits. An example of what is not an acceptable money earning activity is a night at a restaurant where the troop can receive 10% of the profit for the night by promoting the event to the community.
 9. A troop may not earn money by means of crowdfunding. Crowdfunding is the process of obtaining needed funds by soliciting contributions from a large group of people, usually online via crowdfunding websites.
 10. All Girl Scout fundraising must be girl-led, managed, and consistent with the principles of the GSLE.