



## Financial Assistance Application Policies and Procedures

### Financial Assistance

Financial assistance is provided to individual applicants, based on specific financial need, and the applicant's compliance with the financial assistance philosophy of the Girl Scouts.

#### Philosophy:

- Girl Scout events and activities will result from realistic girl-adult planning that allows Girl Scouts adequate time to prepare troop or group money-earning projects that will support the girls' choice of activities.
- Financial assistance is granted to individual applicants who have a specific and distinct financial need.
- All applicants are to contribute some portion to the activity cost.

#### Financial Assistance Guidelines:

- Applicant must be currently registered with Girl Scouts of the U.S.A.
- Requests are to be on current forms.
- Financial assistance is only available to individual girls. Troops are not eligible for financial assistance.
- Individual girls may request financial assistance for the following program opportunities: council-sponsored opportunities, summer camp opportunities, destinations/getaways, troop trips and council sponsored adult education opportunities.
- If most or all members of a troop must request financial assistance to participate in a troop activity, it may be an indication that further troop planning is needed. If a **troop** does not meet its financial goals, adjustments should be made to the activities themselves or the projected timetable.
- Adults are eligible to apply for financial assistance for troop activities **only** when the participation of that adult is **required** to ensure that *Safety-Wise* guidelines are fulfilled.
- Forms must have complete information in order to be reviewed. Incomplete forms will be returned.
- Leaders must review the financial assistance philosophy and guidelines with parents/guardians. Leaders should encourage parents/guardians to submit the request form directly to the Girl Scout Center when it is for an individual activity.
- Requests should indicate that the applicant has participated in realistic event planning and money-earning, with other troop/group members over a period of time, based on the guidelines found in the Girl Scout age level handbooks.
- Financial assistance applications should indicate that the request is based on the financial need of the **individual applicant**.

#### Financial Assistance Procedure:

Financial assistance requests will be sent to the home region, and follow the following instructions.

### **Leader Instructions:**

If individual girls within a troop wish to apply for financial assistance for a **troop activity**, the troop leader will:

- A. Ensure that the financial assistance philosophy and guidelines are followed.
- B. Provide parent/guardian with the Request for Financial Assistance form, along with a complete explanation of the financial assistance philosophy and procedures.
- C. Ensure that parent/guardian and troop sections are filled out entirely, including parent/guardian signature.
- D. Turn in form to the appropriate regional office. Forms must be received one month prior to the date of the event/activity, except for activities with a budget over \$200 per person, which must be turned in three months prior to the event. Applications also must have complete information in order to be reviewed. Troop leaders must have a parent signature and may not apply for financial assistance on behalf of family.

### **Parent/Guardian Instructions:**

- A. **For a troop/group activity**, the troop/group leader must complete the troop leader section of the financial assistance application.
- B. **For girls who are either registered as individual members or requesting assistance for a non-troop activity**, the parent/guardian must complete the parent/guardian sections of the form including a parent signature.
- C. Review financial assistance philosophy and guidelines.
- D. Consult the troop leader for additional information, if necessary.
- E. Complete the required sections, and return to the troop leader for troop activities. For girls registered as individuals or for non-troop activities, mail the form directly to the regional office.
- F. Forms must be received one month prior to the date of the event/activity, except for activities with a budget over \$200 per person, which must be turned in three months prior to the event. Applications also must have complete information in order to be reviewed.

### **Notification of Financial Assistance Status:**

- A. Leaders and/or parents/guardians will be notified of the financial assistance amount received, or any questions or concerns, within three weeks of their receipt at the regional office.
- B. Notification letters will indicate:
  - Problems/Concerns that must be addressed before further action can be taken.
  - Action taken regarding financial assistance.
  - Other individuals receiving a copy of the letter.
- C. Checks will be mailed as follows:
  - To the leader for all troop activities.
  - Directly to the appropriate department for all Girl Scouts of the U.S.A., Destinations, or Girl Scouts of Western Ohio activities.
  - To the parent/guardian for specifically arranged, individual Girl Scout opportunities.



## Financial Assistance Request Form

### Section I. APPLICANT INFORMATION (to be completed by the parent/guardian)

Girl's Name:	_____	Troop #:	_____
Parent/ Guardian's Name:	_____	Phone #:	_____
Address:	_____		
City:	_____	State:	_____
Current Grade:	_____	Age:	_____
County:	_____	School District:	_____
Zip:	_____		

### Section II. EVENT/RESOURCE INFORMATION

Name of  
Event/Activity/Handbook: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Did your daughter assist in the planning and preparation for this activity:

- With her troop?
- With another group? (Explain)
- Individually? (Explain)

Has your daughter's participation in this activity been confirmed?  Yes  No

Parent/Guardian answer: I want my daughter to participate in this activity because:

\_\_\_\_\_

Girl Scout Answer: I want to participate in this activity because:

\_\_\_\_\_

Does this applicant have a specific and distinct financial need?  Yes  No

Would the applicant be able to participate in the event/activity without financial assistance?

Yes  No

**Please complete Section VI on the next page with the requested financial assistance amount.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section III. TROOP INFORMATION (to be completed by the troop leader)**

Service Unit Name #: _____	
Leader's Name: _____	Troop #: _____
Address: _____	Phone #: _____
City: _____	State: _____ Zip: _____
Leader's E-mail Address: _____	
Name/Type of Event: _____	Date(s): _____
Total Troop Participants: _____ Girls + _____ Adults = _____ Total	

**Section IV. PROGRAM PLANNING (to be completed by leader)**

Program activities/skills planned or completed by troop/group that support this activity:

\_\_\_\_\_

Skills and learning experiences that girls want to accomplish through this activity:

\_\_\_\_\_

Has the troop/group participated in event/activity planning?  Yes  No  
 If yes, how long? \_\_\_\_\_ months \_\_\_\_\_ years

**Section V. TROOP MONEY-EARNING (to be completed by leader)**

Has the troop/group participated in money-earning activities to support this program activity?  
 (Required for financial assistance eligibility)?  Yes  No

Please list specific money-earning activities planned or completed:

ACTIVITY DATE	ACTIVITY DESCRIPTION	MONEY EARNED	
		ESTIMATED	ACTUAL
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTAL MONEY EARNED</b>		\$	\$

**Section VI. TROOP TOTAL ACTIVITY COST (to be completed by leader)**

Cost (individual girl)	\$	X	Total girls	=	Total Girl Cost	\$
Cost (individual adult)	\$	X	Total adults	=	Total Adult Cost	\$
<b>TOTAL GIRL COST + TOTAL ADULT COST = TOTAL TROOP ACTIVITY COST</b>						\$

**Section VII. GIRL TOTAL ACTIVITY COST (to be completed by parent/guardian or troop leader)**

Total Activity COST per girl	\$	
Minus total INCOME	- \$	
<b>FINANCIAL ASSISTANCE REQUEST</b>	\$	

FOR OFFICE USE ONLY	
Amount Approved	Date/Initials
\$	

**Troop Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_