

## GENERAL INFORMATION

Follow all instructions to avoid delays in processing of request. Allow sufficient time for processing.

Forms may be mailed, submitted electronically or faxed to the attention of Barbara Fallat.

Deadline - Completed forms received by 5:00 p.m. on the first business day of the month will be processed and amount awarded will be sent to the Troop within 25 business days. Forms received after the deadline will be reviewed the following month.

Information provided in order to process application is kept confidential. Identifying information is viewed only by staff with a direct role in the Troop Loan or Financial Assistance process.

Financial assistance is provided only to GSCB registered members.

Financial assistance will not be awarded to any individual, Troop or Group with an outstanding GSCB debt.

**The following questions/statements should be considered when completing the request for financial assistance.**

### Financial Need

- Has a clear statement of specific financial need been provided?
- What are the financial or special circumstances that make the request necessary?

### Planning of Troop activities

- Did the Troop allow enough time to plan and carry out money-earning activities?
- How did the projected income compare with the cost of the activity?
- Is the relationship between the Troop and family portion of the cost realistic for this request?
- Participation in the Product Sales programs (Fall and Cookie) are required, though date of membership will determine eligibility.

### Adults requiring financial assistance for Troop activities

- Is adult participation required to allow girl participation?
- Did Troop consider the cost of the required adults in their planning and help pay those costs?

### Impact of decision

- Without financial assistance, would this individual be able to participate in the activity?
- Without financial assistance, would this girl be the only one (or one of only a couple girls) not participating?
- For Troops participating in a large activity, without a Troop loan or financial assistance, would the Troop be the only Troop in a given community not participating?

### Individual participation in an education session, conferences or similar activity

- How does this participation further the goals of GSCB?
- Is individual committed to sharing knowledge and experience they've gained?

### Troop Loans

- Has the Troop submitted a plan showing how they will repay the loan?
- Is repayment plan reasonable based on past money earning efforts of the Troop?

## INSTRUCTIONS

### Section A

**Troop Loans** are designed to assist Troops in making deposits or payment before they have earned the money required for the activity. Repayment of Troop loans are expected. Defaulted loans are considered a GSCB debt and will affect the Troop's ability to participate in future programs, use campsites, obtain additional funds, etc.

**Financial Assistance** is designed for GSCB registered girls or adults who need financial assistance to participate in a Girl Scout activity. Financial assistance may be requested to participate in a Troop trip or other event, uniform components or in an individual activity such as a *destination* or education session. Financial assistance does not have to be repaid, but a report of the expenditure must be given. If a large portion of the girls from a Troop need financial assistance, the Troop should consider whether plans should be adjusted or if the Troop should apply for a Troop Loan to give girls more time to earn the funds.

### Section B

Provide information on the girl or adult who will benefit from the financial assistance or Troop Leader for a loan.

### Section C

Racial/ethnic data *are not used as a part of the review process*. These statistics track our progress toward serving all populations and are requested for foundation and corporate grants.

### Section D

Select the appropriate Troop Level(s): Daisy, Brownie, Junior, Cadette, Senior or Ambassador.

### Section E

Indicate if assistance is for girl or adult. Unless there are extenuating circumstances, financial assistance is provided only for adults serving in roles required by the Safety Activity Checkpoints.

### Section F

Any activity lasting 3 nights or more, **or** involving a camping activity, **or** activities requiring a certificate of insurance. Request for GSCB Approval must be received before a Troop loan or financial assistance is granted.

### Section G

Troop or Group activities are those planned by the Troop or Group and generally involve Troop Leaders and all or several girls from the Troop. Individual activities generally are those where a girl or an adult participates in an activity on her own. Examples include education sessions, conferences, *destinations* or GSCB programs where girls may participate individually.

### Section H

Large Group activities may include Troops or individuals. Service Unit Encampments or trips planned by Troops from the same school are examples of large group activities. Indicate the Group planning the event.

### Section I

Planning for an activity is often as important as the activity itself as it provides girls the opportunity to make choices, gain money management and budgeting skills, learn to make contingency plans and many other valuable life skills. Provide as much detail as possible.

### Section K

Include money earning activities planned to pay for this activity.

### Sections L, M & N

Apply to Financial Assistance Request. Be as specific as possible in providing detail in Section M. For instance, "single income" is not sufficient information to establish a financial need. If the family is facing a temporary financial challenge, state the specific reason. Financial assistance is based on financial need, not on longevity or degree of participation as a Girl Scout so this information should not be included, except in responding to Section N.

### Sections O, P, & Q

Apply to Troop Loan Requests. Include a proposed repayment plan. Troop loans require the signature of the Leader and Service Unit Manager.

### Section R

Financial assistance requests may be submitted by a parent, Troop Leader or any other individual familiar with the family circumstances and aware that the financial assistance is needed. Troop Loan Requests must be submitted by the Troop Leader or Co-Leader. This information allows us to contact the appropriate individual if additional information is needed.

### Section S

Payment information directs the payment of approved financial assistance and loans. If payment is to be made other than by a standard method listed, explain the reason, such as "Parent has already paid Troop. Please repay parent directly."





Girl Scouts of the Chesapeake Bay  
 501 S. College Ave.  
 Newark, DE 19713  
 PHONE (302) 456-7150 (800) 341-4007  
 FAX (302) 456-7188

**Request for Financial Assistance or Troop Loan**

- I have read the directions. Troop Leaders should also read planning and money sections of *Volunteer Essentials*, Chap. 4
- I understand the completed form must be received by the 1<sup>st</sup> business day of the month to be considered for that month.

Submit the completed form to:  
 Barbara Fallat  
 Girl Scouts of the Chesapeake Bay  
 501 S. College Ave., Newark, DE 19713  
 or fax / email to (302) 456-7188 / bfallat@gscb.org

**A. TYPE OF ASSISTANCE REQUESTED**

- Financial Assistance – provide below the name of individual assistance is for
- Troop Loan - Provide name of Troop Leader below

**C. OPTIONAL** providing number served by financial assistance or loan will help us track our progress toward serving all individuals in GSCB.

	Girls	Adults
White (not Hispanic)	_____	_____
Black or African American	_____	_____
Hispanic or Latino	_____	_____
Asian/Pacific Islander	_____	_____
Amer. Indian/Alaskan	_____	_____
Two or more races	_____	_____

**B. Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

**D. Troop #** \_\_\_\_\_ **Service Unit** \_\_\_\_\_  
**Grade Level** \_\_\_\_\_  
**# of girls in Troop** (if for a Troop Loan) \_\_\_\_\_

**E. Financial Assistance request is for:**  Girl Age \_\_\_\_\_ Grade \_\_\_\_\_  
 Adult; Role at this activity \_\_\_\_\_

**F. ACTIVITY DESCRIPTION** \_\_\_\_\_ **Date(s) of activity** \_\_\_\_\_ to \_\_\_\_\_

**TYPE OF ACTIVITY** (check all that apply):   Camping activity\*   Activity lasting 3 nights or more\*  
 Trips requiring Certificates of Insurance\*

\* For Troop activities, signed Request for GSCB Approval form must submitted before action is taken on this request.

**G. TROOP ACTIVITY**

Number of girls participating \_\_\_\_\_  
 Number of adults participating \_\_\_\_\_

**INDIVIDUAL ACTIVITY**

destination  
 Ed. sess. or conference  
 Other

**H. LARGE GROUP ACTIVITY** (includes several Troops or girls from several Troops)

Activity organized by \_\_\_\_\_  
 Approx. # of Troop Girls \_\_\_\_\_ Adults \_\_\_\_\_

**I. PLANNING** for this activity began on \_\_\_\_\_

**For Troop activities:** What plans did girls make to pay for this activity:

If parents were expected to pay part of the cost, was this discussed with them before plans were finalized? \_\_\_ Y \_\_\_ N

Were they involved in planning money-earning activities (ie Product Sales)? \_\_\_ Y \_\_\_ N

Did adults participate in and benefit from money-earning activities? \_\_\_ Y \_\_\_ N  
 If not, what plans were made to cover the cost for required adults?

**J. COST OF ACTIVITY** (per participant)

Event fee \$ \_\_\_\_\_  
 Transportation \$ \_\_\_\_\_  
 Food \$ \_\_\_\_\_  
 Lodging \$ \_\_\_\_\_  
 Other (describe below) \$ \_\_\_\_\_  
**Total Cost per person** \$ \_\_\_\_\_  
**Total Cost for the Troop** \$ \_\_\_\_\_  
 Description of other costs:

**K. MONEY EARNING ACTIVITIES** – Include all money-earning activities completed or planned to pay for this.

Activity	Date	Projected income	Actual income	Comments:
Totals earned or projected				

**L. INDIVIDUAL FINANCIAL ASSISTANCE REQUEST**

COST of activity for this individual \$ \_\_\_\_\_

AMOUNT AVAILABLE to this individual

From Troop funds \$ \_\_\_\_\_

From money-earning activities \$ \_\_\_\_\_

From family \$ \_\_\_\_\_

From other \$ \_\_\_\_\_

TOTAL AMOUNT AVAILABLE \$ \_\_\_\_\_

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED \$ \_\_\_\_\_

**O. TROOP LOAN REQUEST**

Total cost for Troop \$ \_\_\_\_\_

AMOUNT AVAILABLE to this Troop

From Troop funds \$ \_\_\_\_\_

From families \$ \_\_\_\_\_

TOTAL AVAILABLE \$ \_\_\_\_\_

AMOUNT OF LOAN REQUESTED \$ \_\_\_\_\_

**P. LOAN REPAYMENT AGREEMENT**

How will Troop earn the money to repay this loan?

I understand that this Troop loan is a financial obligation to GSCB and I agree to repay the loan within 12 months according to the repayment schedule below. I understand that defaulted loans are considered a GSCB debt and will affect application for future loans, programs or use of camps.

Leader signature \_\_\_\_\_ Date \_\_\_\_\_

Service Unit Manager signature \_\_\_\_\_ Date \_\_\_\_\_

**Q. REPAYMENT SCHEDULE**

Payment Due Date	Amount of Payment

**M. DESCRIBE FINANCIAL CIRCUMSTANCES** to explain why a grant is requested for this individual. Attach separate sheet if necessary.

**N. FOR INDIVIDUAL PARTICIPATION** in a destination, education session, conference, or similar activity, how will you share your experience and knowledge with Girl Scouts in GSCB?

**R. INDIVIDUAL SUBMITTING REQUEST**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I am:  individual for who financial assistance is requested  
 parent/guardian  
 If request is for a Troop activity, does Troop Leader know request is being submitted? \_\_\_\_ Y \_\_\_\_ N  
 Troop Leader/event planner  
 Other \_\_\_\_\_  
 Is family aware of request \_\_\_\_ Y \_\_\_\_ N

**S. PAYMENT INFORMATION** Select from the following preferred methods of payment for approved financial assistance or loan

Directly to program – for GSCB registered program, destination or similar activity  
 To Troop # \_\_\_\_\_ c/o Troop Leader whose name is listed below or in section R above  
 To individual adult or parent/guardian listed below or in section R above (for destination, education session or similar activity)  
 Other – listed below or in section R above. Explain reason \_\_\_\_\_

Pay to Name \_\_\_\_\_

Address (please include city, state and zip code) \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Registered GS:  Y  N Participate in Product Sales/Cookies:  Y  N  
 Amount Awarded: \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_





## Troop Financial Assistance Expense Report

Please record information on this form regarding how the financial assistance received was used. When the funds granted have been completely used, attach receipts to the completed form and mail it to:

Girl Scouts of the Chesapeake Bay  
Attn: Barbara Fallat  
501 S. College Ave  
Newark, DE 19713

This information, especially the receipts, is vital for accounting purposes.

Troop #: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Total Financial Assistance Received: \_\_\_\_\_

Amount being Repaid/Returned? \_\_\_\_\_

Program or Activity (or girl) for which the assistance was granted: \_\_\_\_\_

Date	Items*	Expenses
Total Expenses:		

Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Any money not used MUST be returned to be used toward future grant assistance.

\*Items include food, transportation, program supplies, program fees, etc.

