TROOP LEADER QUICK GUIDE

How to Deposit a Check

Troops deposit paper checks through the Crowded mobile app. Deposits are free, they take just a few minutes, and they cannot be completed in the online web portal.

Free to deposit
Crowded does not charge a check deposit fee.

Mobile app only
Check deposits are completed in the Crowded mobile app.

Not on the web portal
The online web portal cannot be used to deposit checks.

CHECKS MUST BE MADE PAYABLE TO

Girl Scouts of the Chesapeake Bay

When someone writes a check to your troop, ask them to write Girl Scouts of the Chesapeake Bay on the "Pay to the order of" line. A check made out to a troop number, a leader's name, or anything else may not be accepted, so request a corrected check before you deposit it.

Four steps in the Crowded mobile app

1

Start the deposit

Open the Crowded mobile app. On the dashboard, find the card image, tap the three dots below it, and choose the check deposit option.

2

Confirm the payee

Make sure Girl Scouts of the Chesapeake Bay appears as the name next to "Pay to order of."

3

Endorse the check

Sign the back of the check, then write **For mobile deposit at i3 Bank** below your signature.

4

Enter the amount

Enter the check amount exactly as it is written on the check, then tap Continue and follow the prompts to finish.

WRITE THIS ON THE BACK OF EVERY CHECK

Your signature, then: For mobile deposit at i3 Bank

After you submit

Keep the paper check until the deposit appears in your troop account, then store or destroy it following council guidance.