



Staff Use Only:	
___	Financials Checked
___	Membership Checked
___	Staff Initials

Allow 2-4 weeks for processing once form is received

Friendship Circle Request Form

Friendship Circle is designed to help supply uniform components and handbooks to girls that cannot otherwise afford them.
***Items in red are required**

Contact Name: _____

Phone #: _____ **Email:** _____

Girl's Name: _____

*ONE girl per form

Parent Name: _____ **Parent Phone #:** _____

*Please do not make a request without getting permission from the parent.

Troop (if applicable): _____ **Check one (if applicable):** ___New ___Returning

Community: _____

Troop Support Signature (required): _____ **Date:** _____

GSSWT Shop Item List	UPC	Retail	Qty	Total Retail	GSSWT Use Only
Flag Patch	14302	\$2.25			
Level:					
GSUSA/GSSWT Patches	47298, 47498, 47698	\$5.50			
Numerals:					
Write the number needed in the space provided: 1__2__3__4__5__6__7__8__9__0__	Assorted Codes	\$1.75			
Pins					
Daisy Pin	09032	\$2.00			
Brownie Pin	09012	\$2.00			
Girl Scout Contemporary Pin	09014	\$2.50			
World Association Pin	09062	\$2.50			
Insignia Tab	14141,14131,14031	\$3.00			
Uniforms					
Daisy Tunic size 6-7	03040	\$16.50			
Daisy Tunic size 8-10	03050	\$16.50			
Brownie Sash Regular 48" Long	01650	\$7.00			
Brownie Sash 60" Extra Long	01660	\$7.00			
Junior Sash Regular 52" Long	005305	\$8.00			
Junior Sash 62" Extra Long	005406	\$8.00			
Cadette/Senior/Ambassador Sash Regular 70.5" Long	05150	\$9.00			
Cadette/Senior/Ambassador Sash 75.5" Extra Long	05160	\$9.00			
Books					
Girls Guide to Girl Scouting	Assorted Codes	\$22.50			
Level:					
Journey Book	Assorted Codes	\$7.00			
Title:					
Skill Builder Set	Assorted Codes	\$4.00			
TOTAL COST					

*Approved requests must be picked up within 30 days.
 Submitting a request does not guarantee approval or fulfillment. Please see reverse for submission guidelines.

Please explain the financial need for your request:

Friendship Circle guidelines and stipulations

The following must be accurate and will be verified by the Finance Department:

- Current financial report is on file at council office.
 - Troop/group/Community bank account meets GSSWT guidelines (per Volunteer Essentials).
 - Request form is complete with Troop Support signature, troop number and girl's name
 - Only list **one** girl per form.
 - Girl listed as recipient must have an active membership with the troop on the form (if applicable).
 - Explain the financial need of the request (please provide explanation on first page).
 - Parent(s) of the girl **must** be informed about the request you are making on behalf of the girl.
 - Troop Support may contact the parent to verify the request is valid.
1. Final approval is at the discretion of the Development & Communications Department based on the availability of funds.
 2. Submitting a request does not guarantee approval or fulfillment.
 3. This form can be filled out by a parent/guardian, troop leader or volunteer in need of troop or individual assistance.
 4. Form must be signed by Troop Support in order to be considered.
 5. Troop/group/Community bank account must be in good standing.
 6. Approved requests must be picked up within 30 days. Requests unclaimed at that time will be returned to the Girl Scout Shop inventory.

Requests may be sent to: GSSWT Friendship Circle
Attn: Development & Communications Dept.
811 N. Coker Loop
San Antonio, TX 78216