



# Troop Treasurer

Girl Scouts of Western Oklahoma



A Guide for the  
Troop: Treasurer



# ABOUT GIRL SCOUTS—WESTERN OKLAHOMA, INC.

## Who We Are

Girl Scouts—Western Oklahoma, Inc. is committed to serving girls with a fun, informational and educational program designed to build girls of courage, confidence and character, who make the world a better place.

## What We Do

Girl Scouts helps girls discover, connect and take action as they develop life skills for success in the real world. Through a myriad of enriching experiences, Girl Scouting develops leaders and community trustees. GSWESTOK strives to create a place where Oklahoma girls can push boundaries, test limits and develop their leadership potential.

GSWESTOK recruits and trains adult volunteers, who help maintain Girl Scouting in their local communities. With proven programs provided by GSUSA and our Council, volunteers work directly or indirectly with girls in helping them improve their decision-making ability, increase their self-esteem, appreciate diversity and individuality, and contribute to their community.

GSWESTOK connects girls to the Girl Scouts of the USA and to the World Association of Girl Guides & Girl Scouts.

## Our Structure

Headquartered in Oklahoma City, GSWESTOK serves 39 counties in the central, southwest and northwest regions of Oklahoma. GSWESTOK has over 40 employees and is governed by a board of directors.

## The Girl Scout Mission

“Building girls of COURAGE, CONFIDENCE, and CHARACTER who make the world a better place.”

## The Girl Scout Promise

On my honor, I will try:  
to serve God and my country,  
to help people at all times,  
and to live by the Girl Scout Law.

## The Girl Scout Law

I will do my best to be:  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect my self and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.



## GS-WestOK FACTS

### Funding

GSWESTOK receives funding from: United Way, annual cookie sale, grants, foundations, corporations and individuals. No financial aid comes from Girl Scouts of the USA, and all of the monies raised locally stay within the Council.

### Alumnae

More than 50 million women in the US have been a Girl Scout. Over sixty percent of the women in congress are former Girl Scouts. At GSWESTOK, we have a council alumnae group. For more information on our alumnae, go to [www.gswestok.org](http://www.gswestok.org).

### Volunteers

Through help from volunteers we can provide a safe place where girls can grow courageous and strong. GSWESTOK has more than 3,000 adult members, serving almost 11,000 girls.

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# RESPONSIBILITIES OF A TREASURER

## What is a Treasurer?

A Treasurer is responsible for organizing and maintaining the finances for the Troop as well as providing a monthly Treasurer's report during the Troop meetings. They are responsible for writing checks for expenses by the Troop and making deposits into the Troop's account. Above all, they are responsible for being good stewards of Girl Funds and including all girls in the troop on how to use their financial resources wisely.



The Treasurer is a signer on the Troop bank account and should receive monthly statements (paper or online) to reconcile the account, keeps the Troop's leader and members updated on the account's available funds, and submits the Troop's Year End Financial Reports to the Council no later than June 30<sup>th</sup> of each year.

You will find the "official" position description on the next page of this resource. As you read these pages, we encourage you to make notes of any questions you may have. Your Troop Leader, Community Service Team Treasurer, or Council Finance Staff will be able to provide clarification before you begin, or answer any questions throughout your appointment.

## Can these responsibilities be shared?

Yes! Every Girl Scout account requires two signers that are actively part of the Troop in which the account belongs to, so your co-signer can help make deposits, write receipts and write expense checks from the Troop's bank account.

## Who can be a Treasurer?

Almost anyone! No Girl Scout experience is required. A Treasurer should be organized, able to maintain records, and willing to communicate with troop leaders, parents, girls and Council Staff. It also helps if the Treasurer is familiar with basic bookkeeping skills such as reconciling the checkbook against bank statements. The Treasurer must have an approved background check on file with the Council and can not have a Financial Restriction in place.

*\*\*\* All adult volunteers must be a registered adult member of Girl Scouts – Western Oklahoma and complete the volunteer application process before they begin working with girls, or on behalf of a troop. The volunteer application process includes: completing the volunteer application and background check, which can both be done online at [www.gswestok.org](http://www.gswestok.org). You may contact the Volunteer Relations Department at Girl Scouts– Western Oklahoma at 405-528-4475. In the case an adult leader needs financial assistance, funds should be made available through the CST.*



# The Troop Treasurer Position Description

*Girl Scouting is a comprehensive, non-formal educational program for girls in grades K-12. Girl Scouting builds girls of courage, confidence and character who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.*

## Purpose of Position:

To provide management of troop records and distribution of funds related to the troop.

## Qualifications:

- Be a registered member of the Girl Scouts of the USA and at least 18 years of age.
- Be willing to follow and complete the volunteer appointment process as set by Girl Scouts-Western Oklahoma, Inc.
- Be willing to complete a background and credit check.
- Understand and be willing to apply the Girl Scout Leadership Experience.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the USA (Refer to *Blue Book of Documents, Safety-Wise* and *Volunteer Essentials Guide*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin or socioeconomic status.
- Demonstrate willingness to maintain a cooperative working relationship with Council staff members and other volunteers.
- Have ability to analyze, organize, plan, advise and delegate.
- Have ability to recruit and direct the work of volunteers, while supporting and motivating them.

## Term Of Appointment:

One (1) year, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position. Time commitment is July 1—June 30.

## Skills:

*Understanding of Girl Scout financial policies, basic spreadsheet (i.e. Excel) knowledge preferred, money management experience.*

## Accountabilities:

Incumbent is accountable for, but not limited to:

- **Maintain troop financial records** and bank account, and distribute funds within the troop.
  - ♦ Write out receipts any time money exchanges hands.
  - ♦ Acquire approval from GSWestOK Finance Department regarding any transactions \$1,000 or more to any vendor in a 12-month period.
  - ♦ Provide parents/leaders access to updated financial reports and bank statements of troop expenses/income.
- **Complete and submit** the troop financial report by June 30th each year to the GSWestOK Finance Department.
- **Provide troop leaders** with troop financial report forms and other forms as needed relating to troop finances.
- **Understand documents and procedures** for troop money earning including In-Kind Donations.
- **Assist troop/group leaders** with developing and exploring possible solutions for financial needs.
- **Assist Troop Product Sales Consultant** with tracking and receipting funds from Product Sales.

**Managed By:** Troop Leader

**Supported By:** Council Financial Services Department and other GSWESTOK staff.

## USING FINANCIAL RESOURCES WISELY

This is a list of common issues with Troop accounts. More information about Troop accounts can be found online at <http://www.gswestok.org/volunteer/volunteer-essentials/>

Click Full Version and go to Chapter 5

- \* Troop funds are the property of Girl Scouts. The use of Troop funds must benefit, and be voted on by the girls of the troop.
- \* If an individual girl is to leave a troop/group, the funds she has earned cannot follow her. The funds should be maintained as part of the troop/group account.
- \* Any expenditures exceeding \$1,000 to any one individual or vendor within a 12 month period requires Council approval in advance of making the purchase or expense.
- \* Any checks or debit card transactions over \$250 requires approval from two authorized signers prior to the purchase
- \* When making purchases, items must be purchased on a separate receipt from personal items.
- \* The signer of the check should NEVER be the payee of the check.
- \* Do not set up ACH withdrawal transactions from the Girl Scout account. (Exception Girl Scout Council ACH's with product sales/bonuses)
- \* Utilities associated with a meeting space (this includes, but is not limited to: electricity, gas, water, etc.) cannot be paid with Girl Scout funds. Exception-Huts
- \* Do not mix household funds with Girl Scout funds or use Girl Scout funds for personal use.
- \* Store credit cards/accounts cannot be established beyond the Council level. (ie Sams)
- \* **Do not write checks to "CASH."** It is best to write a check directly to the vendor or use the troop debit card for purchases.
- \* Fuel charges are not allowed at the troop level. Exceptions to this include extended trips with PRIOR troop approval and trip must involve the majority of the girls in the troop. Receipts must be submitted for reimbursement and for the Year End Financial Report

Remember the Girl Scout Law and use your Resources Wisely!

  
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## OTHER ACCOUNT INFORMATION

Suggestions for Troop Funds  
(Troop Funds are not restricted or required to any of these suggestions)

### Establishing Troop Funds

Fall Product Sale

Cookie Sale

Realistic Troop Dues-annual or monthly

(Separate from GSUSA annual registration dues)

### Possible Uses for Troop Funds (Girl Voted)

Annual Registration Dues

Troop T-Shirts

Field Trips

Community Service Projects

Event registration fees

Girl Award Projects

Supplies for Troop meetings, ceremonies, celebrations

Girl Scout uniforms, books, patches, pins



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### Updating Accounts and Additional Resources

#### Changing Signer Information

Once an account is established, make sure to keep the authorized signers updated. As troop leaders/co-leaders, Troop/CST numbers and/or mailing addresses change, so must the information on the account. If leaders/signers change, notify the Girl Scout Council office by using the Troop Transition Form.

#### Closing a Bank Account

If a troop disbands, the troop account must be closed. The remaining funds in the account can be used to purchase final troop badges, for a farewell party for the troop, donated to another troop or returned to the Council\*\* A Troop Transition form will need to be submitted to the Girl Scout Council.

\*\*Funds of a disbanded troop will be held at the Council office for one year and will be returned to the troop if they come back together in that time-frame.

Need additional resources or have questions regarding Troop Finances?

Financial Forms– Forms can be found online under the Financial Forms Heading at <http://www.gswestok.org/forms/>

Contact Us–The Council Finance staff is happy to assist you



  
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# GIRL SCOUT LEADERSHIP EXPERIENCE

The Girl Scout Leadership Experience (GSLE) engages girls in discovering self, connecting with others, and taking action to make the world a better place. Discover, Connect, and Take Action are the three keys to leadership.

**Discover:** Girls understand themselves and their values and use their knowledge and skills to explore the world.

**Connect:** Girls care about, inspire, and team with others locally and globally.

**Take Action:** Girls act to make the world a better place.

All Girl Scout experiences are intentionally designed to tie to the 15 national leadership outcomes.



# GIRL SCOUT PATHWAYS

Girl Scout pathways are nationally consistent, flexible ways that girls and adults participate and represent a national membership strategy for recruiting and retaining more members by matching grade-level preferences and availability with flexible options. Girl Scout pathways are how we deliver the GSLE to all girls supported by a comprehensive model of volunteerism—it is our delivery system and internal way of organizing our program offerings.



## Definition of Girl Pathways

Each pathway is defined as follows:

**Troop:** The troop pathway offers the same group of girls the opportunity to participate in a variety of activities, usually over a span of nine to twelve months. Girls may join at any time during the troop year. **Note:** A troop that also goes camping or travels as a group is still operating in the troop pathway (not the camp or travel pathways).

**Camp:** The camp pathway features day, weekend, and resident experiences that introduce and explore the out-of-doors. A defining characteristic of this pathway is that it is an outdoor, condensed experience.

Day camp includes girls who are currently attending or have completed kindergarten (or older), and who typically meet for at least three consecutive days for four or more hours. The occasional overnight may be offered.

Weekend camp includes girls currently attending or have completed kindergarten (and above), and typically lasts for two or three days, with overnights.

Resident camp includes girls who have completed kindergarten, and typically lasts for three to fourteen days. Campers live at the program site for the duration of the session. Resident camp is typically delivered by seasonal staff during the summer season; this differs from the volunteer-delivered nature of all other pathway offerings.

**Events:** Events are standalone program offerings; examples include a career event for Seniors and Ambassadors, or a leadership conference for teenage Girl Scouts. The primary difference between events and all other pathways is that different girls participate in each event, as opposed to one group of girls coming together regularly.

**Series:** Series offerings are a sequence of linked, cumulative program sessions that relate to a specific theme or purpose with the same group of girls participating in all sessions for a short duration. Each girl chooses to participate in the entire series as a complete program package; series offerings may be short-term (for example, six days of two-hour daily meetings) or longer-term (such as meeting every two weeks for twelve weeks) but always is shorter than an academic year.

**Note:** Series offerings may require a prerequisite to participate from session to session, because girls build on the skills learned at each session.

**Travel:** The travel pathway offers girls leadership opportunities and cross-cultural understanding through local, regional, national, and international travel. Girls prepare, plan, money-earn and participate through group travel, council-sponsored trips, or nationally sponsored excursions. The travel pathway also facilitates appropriate progression; for example, younger girls participate in short, local trips to prepare them for longer, international trips as they progress through grade levels.

**Virtual:** The virtual pathway is an online Girl Scout community that provides girls with the opportunity to participate in Girl Scouting without regard to geographic location. Participation is through a Web-based platform developed by GSUSA and includes interactive and high-quality program activities in a safe, secure online environment.



# GIRL SCOUT PATHWAYS FOR ADULTS

## Definition of Adult Pathways

Girl Scout pathways allow volunteers to participate in Girl Scouting in multiple ways. Some adults (such as alumnae and parents) register because they want to belong to the organization. The majority of adults, however, register with the intent to volunteer. GSUSA is prioritizing the work related to these members, because volunteers must be in place to help girls belong in the ways that interest them. Here is a sample list of volunteer positions and opportunities for each pathway:

### Working directly with girls:

- Troop leader/Co-leader
- Camp counselor, director, program
- Troop Committee member
- Event and Series program coordinator
- Lead trip advisor/trip advisor

### Working indirectly with girls by providing support to adults who work directly with girls:

- Board or committee member
- Product sales manager
- Events and Series program liaison
- Travel pathway committee member
- Administrative/clerical work for troop or CST

## Adult Learning Opportunities

Adult volunteers are the key to the success of the Girl Scouting. Trained volunteers who understand the Girl Scout Leadership program, provide girls with fun, safe, and quality experiences, as well as an opportunity to develop into successful leaders. As such, all volunteers are required to complete some training provided through the council (certain trainings are required for specific volunteer positions). By taking training, adults will receive the tools to help girls grow strong.



