

By submitting this form you agree to accept this role for the current membership year.

APPOINTMENT	Name	Troop #/ SU# / Position	Date
Troop Bank Signatory			
Service Unit Leader			
Appointed by GSH Staff			

PURPOSE	APPOINTED BY	TERM
Act as Bank Signatory Co-signor for all troop financial requirements and work with Treasurer to ensure procedures are followed according to council and troop guidelines.	Troop Leader	One Year Renewable

## QUALIFICATIONS

- Registered and background checked Girl Scout Volunteer, at least 18 years of age\*, who lives the values of the [Girl Scout philosophy](#)
- Ability and desire to work with and serve people from diverse backgrounds
- Adhere to council polices and ways of work as outlined in GSH [Volunteer Essentials](#) and [Troop Finance Guide](#)
- Knowledge of the [Girl Scout Program](#), [Safety Activity Checkpoints](#), as they apply to this role
- Able to maintain confidentiality when sensitive issues arise
- Opt in to receive GSH communications by email
- Demonstrate strong organizational and oral/written communication skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others

\*Volunteers under the age of 21 are not permitted to transport girls.

## RESPONSIBILITIES

- All troops that open a Troop Bank Account, must have a bank account with American Savings Bank. Special accommodations may be made for special circumstances that must be approved by GSH Council Senior Management
- See [GSH Troop Finance FAQ](#) for details to manage your account and finances
- Maintain the troop bank account in accordance with council guidelines
  - \* Oversee all financial income and expenses in a timely manner; such as deposits, payments, reimbursements, and product sale ACH debits and discrepancies
  - \* Balance and manage monthly statements, receipts, and records
  - \* Maintain troop financial records, documents, and receipts pertaining to the troop business for a period of no less than seven years. Shred documents that have passed the required time period
  - \* Communicate and report troop financial records to girls and families monthly (preferred) quarterly (minimum)
- Collaborate with girls in troop to create/maintain troop budget or spending plan see details in the [Troop Finance Guide](#)
- Complete the [Troop Finance Worksheet](#) and submit to Service Unit Treasurer by due date annually
- Understand and follow the financial guidelines in the Money Chapter of [Volunteer Essentials](#)
- Return all troop paperwork and records to troop leader at the end of term or commitment
- Serve as the Troop Advisor on Money Earning Activities and Service Project activities.
- Submit appropriate [Money Earning Forms](#)
- Prepare and submit the [Annual Troop Finance Report](#) to your Service Unit Leadership by June 15 annually.
- Work with Troop Bank Signatories to comply with all banking requirements for check signatures, receipts and reimbursements.
- Follow troop disbanding and Bank Account closing protocols if your [troop disbands](#) or merges with another troop.

## TRAINING

- Complete Troop Treasurer Online Training and all required training by program level as required by GSH council
- Access to a computer and the Internet and can use technology to communicate, process information and maintain records
- Must opt in to receive eBudde and GSH communications
- Attend Council scheduled meetings for this role and inform troop leadership and care givers of related information and schedules