



 POWERED BY GIRL SCOUTS

# Managing Finances

## a GUIDE

The following is a guide book for whomever is in charge of finances at the troop or Service Unit level.

# Where to Begin

First take a look at the Volunteer Essentials section on Troop Money Management (Chapter Five) and the GSCM Council Policies on money earning and troop finances.

These two resources are the most important guidelines for troop finances and should be referenced before any other resources.

At the end of the Girl Scout Financial Year, please use our online financial system, which ask how much money your troop spent and earned within the year.

In order to gain access to our volunteer financial management site, you must be background checked and registered first. We require all volunteers handling money to do this.

If you feel like you need help or assistance with your troop finances, please email [member-care@gscm.org](mailto:member-care@gscm.org) or call our office at 410-358-9711.

## Who Pays for What

### GIRL and HER FAMILY

1. Annual national membership dues to GSUSA and GSCM activity fee. The troop can also vote to pay for the required membership.
2. Troop Dues (determined by the troop)
3. Girl Scout Books
4. Uniform (Optional) and insignia
5. Transportation
6. Additional fees for some troop outings, events, and day or resident camp

### GIRL SCOUT TROOP (With dues, money earning activities, and possible troop sponsorship)

1. Troop activities
2. Additional Insurance (for extended travel)
3. Earned awards
4. Troop Supplies and Equipment
5. Financial Support of girls earning higher awards.

### ADULT VOLUNTEER

1. Annual national membership fee to GSUSA
2. GSCM Background Check (every three years)
3. Girl Scout Apparel (optional)
4. Transportation

### GIRL SCOUTS OF CENTRAL MARYLAND

1. Adult Education courses  
\*Volunteer or troop may decide to pay for trainings that benefit the troop
2. Publications and resources for volunteers
3. Liability insurance for adult who volunteer in a leadership role
4. Council wide activities
5. Staff to assist our members
6. Camping sites

### GIRL SCOUTS OF USA

1. Development of books and materials
2. Basic Accident Insurance for every member
3. Volunteer Toolkit

# How to Budget with Your Troop

## Make a Plan

(Make sure you write or type it out!)

1. **Brainstorm** what the troop wants to do for the year. Troop funds should cover these activities.

Ask your troop: What do you want to do versus the money your troop has?

2. **Discuss** what the troop will need money for besides activities. This includes the following below:

Pins, patches, recognitions, thank yous  
Ceromonie or Parties  
Field Trips or Service Projects

3. **Estimate** the costs and create a grand total!

4. **Set goals** for money earning

What is your cookie program goal?

Decide on your troop dues to be paid and how often.

If this is not enough, what other money earning activities can you do?

5. Discuss alternatives and if need be, **reassess.**

What can the troop do that is free?

How can you save money?

Below are seven thrifty tips on saving at the troop level

- Try a garage sale or thrift store for supplies.
- Ask parents for old letterhead. Great for drawing or crafts
- Ask your parents if they have an employee perk of using the company printer for free.
- Have girls bring a start up box filled with necessary craft items (scissors, crayons, pencils, glue)
- Ask parents or Service Unit volunteers for a donation of excess crafts!
- Ask your girls to bring a special project item to the meeting.
- **Brainstorm** with your Service Unit on inexpensive trips and tips!

## Monies In

### Troop Dues

Troop Dues are determined by the girls, with assistance from leaders and the family and are collected on a regular basis.

### Girl Scout Cookie Program

Our product programs inspire leadership and money management while helping your troop earn thier goals. Check out the Cookies page for more info!

### Troop Sponsorship

Community Organizations can sponsor your troop. Please see this [form](#) for guidelines.

## Additional Money Earning

Before planning a money earning event, please see our Council Policies and our permission to money earn form (which needs to be submitted to Council SU Support prior to the event). Troops must participate in the GSCM Product Program in order to do a money earning event. Below is a list of suggestions for money earning activities.

1. Me and My Friend Tea
2. Me and My Guy Dance
3. Ice or Roller Skating Event
4. Face Painting
5. Holiday Plant sale
6. Yard Sale
7. Santas Secret Workshop
8. Gift Wrapping
9. Hand made cards or jewelry
10. Yard Clean Up or Babysitting
11. Gently Used Book Sale

## Final Tips

1. Use the Volunteer Toolkit (or a personal excel sheet) to keep track of your monies in and out as the year goes on.
2. Be sure to keep receipts and written or typed records of what you are spending troop money on.
3. If you are having issues with your troop finances, ask your leader or your Service Unit for help. When in doubt, call GSCM and our SU Support specialist can assist.