

### Form Instructions

#### Why would I use this form?

Funds raised by Individually Registered Members (IRMs - formerly known as Juliettes) as a result of participation in GSHNJ Council sponsored Product Program Sales and other Girl Scout-related money earners are accumulated into holding accounts. These funds can be accessed to reimburse a variety of expenses related to a girl's participation in Girl Scouting. This fund request form allows a Girl Scout to determine when and how they would like to use these funds to support their Girl Scout activities. Please note that girls requesting funds must be currently registered members.

#### Who can use this form?

Any currently active Individually Registered Member (IRM) Girl Scout who is a member of the IRM Troop in their Service Unit. The IRM troop is annotated with the prefix 320xx where the last two digits are that of the Service Unit. This form is also used by IRMs who are joining a traditional troop to request funds be transferred to that troop.

#### What are acceptable items for reimbursement?

- expenses for bronze, silver, or gold award project
- expenses for service or take action projects
- council-staff sponsored programs or events
- GSHNJ summer camp
- travel for Girl Scout experiences (girl/advisor)
- camping or outdoor gear
- Girl Scout store purchases
- Girl Scout annual membership
- Girl Scout young alumnae lifetime membership
- independently arranged or locally arranged events – for example by a Troop or Service Unit

#### What expenses are NOT acceptable?

Expenses must be relevant to a girl's experience in Girl Scouting. Personal travel and withdrawal for scholarship purposes are not acceptable. As per GSUSA policy, any item purchased with funds, for example camping gear or electronic equipment, are ultimately the property of Girl Scouts and must be transferred to another Girl Scout troop, the GSHNJ council, or a local Service Team at the end of a girl's participation.

#### How are fund requests managed?

A council staff member will review each request and will ensure that the girl is a registered active member and the request meets the requirements of being a Girl Scout expense. Requests may be modified or denied after review of funds available and discussion with the Girl Scout and/or her advisor. Requests for reimbursement must be accompanied by receipts that total up to the requested amount, please staple or tape all receipts securely onto an 8.5x11 piece of paper and retain a copy for your records. Requests can be delivered by mail, in person, or scanned and emailed. If you are not sure who your primary contact is at GSHNJ please contact our customer care team at 908-518-4400 or [info@gshnj.org](mailto:info@gshnj.org)

Girl (Payee) First Name:	Girl (Payee) Last Name:	
Girl (Payee) Street Address:	Town/City:	Zip:
Girl Scouting Level:	IRM Troop ID: 320 __	
Adult Contact Name:	Contact Phone:	
Contact Email:		

**Format of Disbursement (complete all that apply, enter \$0.00 if not applicable):**

	Amount Requested
<b>Gift Card for use in a GSHNJ Council Shop</b>	\$
<b>Funds transfer for a GSHNJ Sponsored Program or Event</b> Program Date: Program Name: Number of Attendees:	\$
<b>Funds transfer for GSHNJ Camp Attendance</b> Camp Name: Program/Week Start Date(s): Program Name(s):	\$
<b>Reimbursement check (invoices, receipts must be attached)</b>	\$
<b>Check to GS Troop #:</b> <b>Complete Address to Mail Check:</b>	\$
<b>Total Amount Requested (must total lines above)</b>	\$

Please describe the Girl Scout-related purpose(s) of this request:

Approved by (Print Staff Name):

Date:

Manager Approval (Signature):

Date: