



Financial Assistance Guidelines

Philosophy

Girl Scouts of Greater Chicago and Northwest Indiana is committed to ensuring that all girls have the opportunity to participate in Girl Scouting. In order to remove financial barriers to participating in Girl Scouts, limited funds are offered to help meet the needs of those members who would be unable to take part in approved Girl Scouting activities without the assistance of financial support from the council.

Girl/Adult Eligibility Requirements

- Applicant is a registered member of the Girl Scouts of Greater Chicago and Northwest Indiana council and is active in her volunteer or staff-led troop
- Applicant would be unable to participate in the activity without financial support from the council
- Applicant and/or her troop has participated in at least one of the council's product programs during the application year. Applicants who are members of "new" or "start up" troops and have missed one or both of the council's two product programs must plan to participate in the next year's product program activity.
- Adult financial assistance for trips/programs is awarded only for those who are fulfilling the Safety Wise supervision ratio for girls found in Chapter 4 of *Volunteer Essentials 2010*.
- Applicants must not have any outstanding debt to the GSGCNWI council
- Leaders must submit year-end reconciliation forms in order for girls to apply for funding during the following program year.

Eligible Expenses

- \$12 National Dues (*request for this assistance must be filled out on Membership Dues Summary form*)
- Troop dues
- Basic uniform items and/or program books
 - *Approved uniform items include: (sash, vest, tunic, troop numerals, council ID)*
- Troop field trips (day trips planned by the troop)
- Program pathways (council-sponsored programs and events)
- Troop Travel (extended troop travel trips)
- GSUSA *destinations*
- GSGCNWI Summer Day and Resident Camp Programs*
**To apply for GSGCNWI Summer Day and Resident Camp Programs, please refer to the summer camp financial assistance guidelines and application.*

Process of Application

- A financial assistance application must be filled out for each individual member applying. Requests for entire troops are not accepted.
- Applications may be filled out by the troop leader, parent/guardian or the adult in need of assistance, and must be signed before being turned in.
- All sections of the application must be completed in order for the request to be approved. Missing or incorrect information will delay the process.
- When the application is complete, please send to the Lisle Regional Service Center (information listed below).
- Once the application has been received, the financial assistance team will review the request. Notification will be sent by e-mail or postal mail to the troop leader or parent/guardian within two to three weeks from the date of receipt. The notification will include an explanation of the amount of assistance that has been approved.

Receiving Financial Assistance

- If the applicant is receiving financial assistance for troop dues, troop field trip, program pathway, or troop travel, the assistance will be sent in the form of a check to the troop leader. The check should arrive two to three weeks after notification has been received.
- If the applicant is receiving financial assistance for a GSUSA *destination*, the check will be sent directly to the council sponsoring the *destination*. A notification stating the amount awarded will be sent to the family of the applicant by e-mail or postal mail.
- If the applicant is receiving financial assistance for approved uniform components and/or program books, the assistance will be in the form of a voucher. The voucher will be delivered to the shop that was listed on the application, and specified on the notification letter. The troop leader or parent will be able to redeem the voucher in the specified shop no earlier than one week after receiving notification of approval. Vouchers cannot be redeemed for items that are not approved through financial assistance. **Reimbursements will not be awarded for items purchased without use of the voucher.** Vouchers must be redeemed within 90 days of being issued, after which time they expire.

Note

- Legacy council financial assistance applications will not be accepted and will be returned upon receipt.
- Financial assistance requests do not automatically register the applicant for an event, training, etc. Registration forms must be submitted to the appropriate registrar or organization. For *Destinations*, please attach proper documentation (acceptance confirmations, cost information, etc.) to the financial assistance application.
- Year End Reconciliation Forms are due by June 15.
- A “special circumstances” fund has been established to provide support for emergency or other unforeseen situations. Utilization of these funds is made at the discretion of the GSGCNWI Financial Assistance Team.

Applications should be mailed to:

Girl Scouts of Greater Chicago and Northwest Indiana
Attn: Office of Financial Assistance
Lisle Regional Service Center
2400 Ogden Avenue, Suite 400
Lisle, IL 60532

Phone: 630-544-5900 Fax: 630-544-5999

Or E-mail

Financialassistance@girlscoutsgcnwi.org

SECTION I: Residency information is required for council reports to our corporate/foundation partners; this section must be completed by all applicants.

SECTION II: United Way and other donors require information on the household income of families and communities we serve. Delays will result if applications are received without this information. A statement of need is requested to ensure that funding requests meet the council’s eligibility requirements. All information related to household income will be kept confidential.

SECTION III: Demographic information is required for reports to donors and will be kept confidential.

SECTION IV: Information on the applicant’s financial assistance history is used to ensure compliance with council guidelines (see above) and to gather data on the ways in which applicants are utilizing financial support. This information is for internal purposes only and will be kept confidential.

SECTION V: This section must be completed in accordance with specified allocation limits. Missing information will result in delays in processing. Requests for support of Destinations must be accompanied by the requested confirmation paperwork.

*Financial Assistance funds are generated in part by the Fall and Cookie programs.
Participation in the two council product programs by all Girl Scouts supports this valuable benefit to girls.*