



Girl Scouts of San Jacinto Council FINANCIAL ASSISTANCE GUIDELINES



General Information

1. The financial assistance fund of Girl Scouts of San Jacinto Council (GSSJC) is administered by the Customer Service Department. Money allocated for this fund subsidizes some of the basic expenses that are associated with member participation in Girl Scouts. Only a **currently registered** Girl Scout girl or adult member is eligible to apply and receive Council financial assistance. All details concerning financial assistance requests are kept confidential.
2. Please specify on the application if the applicant is a returning or new Girl Scout member.
3. Disbursal of financial assistance money is based on financial need and is granted at the discretion of the Council. The fund is not used to reimburse member expenses or underwrite program costs for an entire troop/group. Girl Scout items and services obtained with financial assistance are not refundable or transferable.
 - **Requests for financial assistance for Trainings or Council sponsored activities must be turned in with a completed O-213 Training Registration Form or F- 449 Program Registration Form as applicable. Please do not register applicants online. Reimbursement is not available for Girls or Adults that have been already registered for the activity.**
4. GSSJC financial assistance funds are limited. Council financial assistance resources are used wisely to assist the greatest number of eligible members. With that in mind, it is strongly advised that practices be put in place to offset the cost of member expenses. Such practices include:
 - A girl or adult paying a portion of their membership expenses and only requesting partial financial assistance from the Council.
 - Troop/Group leaders appealing to family, friends, co-workers, neighborhood business owners, club or hobby group associates, etc. to confidentially sponsor a girl member in financial need. (Please fill out the F-32 Money Earning Request and submit for approval).
 - **A Troop/Group setting aside a portion of earned profits from the Fall Product Program and/or the Cookie Program to financially assist girl members that are in need.**
 - Troop/groups practicing a basic premise of Girl Scouting by planning low or no cost program that is feasible with available troop/group funds.

Financial Assistance Request and Review Process

1. To apply for GSSJC financial assistance, an eligible applicant must be a **currently registered Girl Scout, a member in good standing, and not listed on the Council bad debt list**. On behalf of a girl applicant, a parent, guardian or troop leader must complete the Financial Assistance Request Application in its entirety, **GSSJC F-134G**. (Visit us online at www.gssjc.org and click on "Forms" to download an electronic copy of the application.) **The form is submitted to Girl Scouts of San Jacinto Council, Customer Service Department, 3110 Southwest Freeway, Houston, TX 77098. Allow 4 - 6 weeks for processing.**
2. A confidential review of the application is done. Notification of the application status is made via e-mail or telephone.
3. If applicable, a letter of approval is mailed to the **troop/group leader or the parent** of the individually registered member. To obtain approved Girl Scout items, the letter must be presented and redeemed at any Council Girl Scout shop. A Council check is mailed to the troop leader for approved troop dues. Approved registration fee for training or program is processed internally. ****The applicant is responsible for submitting the appropriate activity registration form F-449 or training form O-213 with the financial assistance application when applying for financial assistance for any activity.***
4. The Financial Assistance Application will not be processed until your Membership registration is processed and finalized by the Member Information Services department at Girl Scouts of San Jacinto Council.

Financial Assistance for Girls

A girl member, participating in a troop/group or registered as an individually registered girl may be granted up to \$150 per membership year to subsidize the costs of:

Girl Scout Insignia

Approved insignia is listed on the *Financial Assistance Request Application, GSSJC F-134(G.)*

Awards

Up to 5 earned awards may be requested per application. (Completed Journeys or other completed programs)

Printed Resources

Girl program level books and Girl Scout Journey books are examples of printed resources. Up to 2 books or 1 book set may be requested per membership year.

Girl Scout Uniform Components

A tunic, sash or vest may be requested. Limit 1. Requests for uniform components are only processed from September 1 to March 31.

Troop Dues

Troop dues may be requested for up to \$1 per meeting, not exceeding \$4 per month. Dues are granted for a three month period, beginning with the month the application is filed. Troop dues are not granted to an individually registered girl.

Council-Sponsored Girl Program

1. Submit financial assistance application at least 21 days before the scheduled event. **(Activities fill quickly, so submit these requests as early as possible.)** Events, series, girl training opportunities, and badge workshops are examples of Council sponsored program for a girl member.

2. **Note:** *The applicant is responsible for submitting the appropriate activity registration form with the financial assistance application when applying for financial assistance for any activity.* Financial assistance is not granted for “entertainment only” outings planned by the troop/group. Contact the Community or Region for financial assistance offered for girl program that is sponsored by the Community or Region.

Financial Assistance for Adults

An adult member may be granted up to \$75 per membership year to subsidize the costs of:

Girl Scout Printed Resources

Program level books and leader’s guides are examples of printed resources. Up to 2 books or 1 book set may be requested per membership year.

Girl Scout Uniform Components

Note: Financial assistance is not granted for adult uniforms.

Council-Sponsored Training Opportunities and Adult Program

1. Submit financial assistance application at least 21 days before the scheduled event. Adult training opportunities and adult events are examples of Council sponsored program for an adult member.

2. **Note:** *The applicant is responsible for submitting the appropriate activity registration form with the financial assistance application when applying for financial assistance for any activity.* Financial assistance is not granted for “entertainment only” outings planned by the troop/group. Contact the Community or Region for financial assistance offered for adult program/training opportunity that is sponsored by the Community or Region.