

Product/Money-Handling

- Troops will be financially responsible for all product and money collected during sale.
- Ensure that parent/guardian has the correct number of product before it is released to them. The responsible adult must sign a receipt to confirm that the product has been received.
- It is good practice to keep a record of all cash payments, whether it be a written or typed receipt. This will make for easier bookkeeping.
- Council will provide deposit slips that are assigned to your troop only. Please do not use blank bank deposit slips, if you need additional slips contact **productsales@gssc.us**.
- For safety reasons, we strongly recommend depositing all sale proceeds within 24 hours, as it will eliminate the risk losing or misplacing the funds.
- When making a deposit, it is imperative that you obtain a receipt documenting your transaction.
- Girls should never be left with product or money unattended. When in public be sure to appoint a responsible adult to supervise all product and money.
- For booth sales, keep money/cash box in a safe area where it is not visible to the public.
- Keep conversations about money earned private and on a need-to-know basis.

Financial Procedure

- For customers who fail to pay for product that has been received, you will be required to complete a Delinquent Payment Form as soon you become aware of the situation. This will ensure that the delinquent party is held responsible for the payment. Failure to complete this form will result in you or your troop being held responsible for the money owed.
- Keep records of all types of communication with adults responsible for product (emails, receipts, etc.,) as these documents will become necessary in the case of a delinquency claim.

Product Sales Money Handling & Financial Procedures

- In the event of an unfortunate event, such as a robbery, fire, etc., that results in loss of product or money, a claim will need to be filed with the homeowner's insurance or auto insurance for reimbursement. A copy of the police report/insurance documentation will need to be provided to GSSC.
- Money collected for product payment should only be used for activities associated with your Girl Scout Troop and is not for personal use.
- To remain in good standing with as a GSSC volunteer, all adults must pay for all balances due within the GSSC payment time frame. Any adult with an outstanding debt to GSSC will be unable to continue in a volunteer position and will be ineligible for any volunteer appointment within GSSC.
- Volunteers with debts that are not paid in full will be released from the volunteer position at the time that the debt is given to a collection agency by GSSC.