



# **Troop Treasurer**

*a patch program created in collaboration with GSACPC Financial Literacy Innovation*

## Program Guide & Reporting Form

# TROOP TREASURER

## Program Guide

Dear Girl Scouts,

Girl Scouts–Arizona Cactus-Pine Council is very proud to collaborate with GSACPC Financial Literacy Innovation Circle to introduce a new Council's Own patch: Troop Treasurer!



The Troop Treasurer patch program invites Arizona girls, grades K-12, to become more financially literate. It provides age appropriate, hands-on learning opportunities and gives girls leadership roles within her troop.

Girl Scouts may earn the new Troop Treasurer patch when they've completed at least one term of being her troop's treasurer. While participating, girls learn how to manage a bank account, set goals and save.

## HOW CAN WE GET STARTED?

Here are a few simple steps to getting started:

1. **Choose girl(s).** Depending on the size and age of your troop, the selection process may vary. Here are some suggestions for getting started:
  - Enter all girls' names in a hat and draw at random
  - Hold an election within the troop
  - Considering choosing more than one girl – maybe you have a large multi-level troop, choose one girl per level to complete a Treasurer Report each month.
2. **Determine length of term.** With your girls, decide what is the appropriate length of time for a Troop Treasurer to serve before choosing another girl. Depending on the size and age of your troop this may vary, however, we suggest every 3 months as a starting point.
3. **Schedule a meeting time.** As the Troop Leader, set up a time to meet with your Troop Treasurer monthly to look over the troops online banking or statement. Consider meeting 30 minutes prior to a regularly scheduled troop meeting for an “executive meeting”.
4. **Meet with your Treasurer.** Log in to view your troop's online banking and work through the level- appropriate Treasurer Report (on Council website). If you have older girls (Cadette, Senior or Ambassador) you can also consider giving them Delegate access, or View Only access, to the troop bank account to complete her Treasurer Report before your scheduled meeting.
  - Be sure to give your Treasurer the opportunity to ask questions. The Treasurer Report is designed to guide the Treasurer through managing a bank account responsibly and to get her thinking about how to use these skills in the future. Help make this a learning experience rather than just another assignment.

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5. **Report Out.** Schedule 10-15 minutes for your Troop Treasurer to report out to the troop at one of your meetings. Encourage her to share her findings and any questions that may have arisen for her during the process.
6. **Submit Completion Form.** Fill out and submit the Treasurer Report Completion Form at the end of the Treasurer Report. Send a copy of this form to the address provided on the form to receive the Troop Treasurer Patch. You may submit completed forms two ways:
  - a. Celebrate together! Turn in reports for all of your Troop Treasurers at the end of the year.
  - b. Turn in reports as each girl completes their duties individually.
    - If you have multiple girls acting as Troop Treasurers for your troop in the same term, please send all forms in together.
7. **Recognize Your Treasurer.** Once you have received the treasurer patch(es), take time at a troop meeting to recognize girls for their service as the Troop Treasurer and present them with the patch.
8. **Rotate and Repeat.** When the Treasurer's term is up, choose another girl to serve.
  - The Treasurer Reports will grow up with your girls. Help your girls enhance their skills by participating again when they bridge. Girls completing a Treasurer Report for a new level will

## RESOURCES

- » Council Banking – [www.girlscoutsaz.org/banking](http://www.girlscoutsaz.org/banking)
- » MidFirst Bank Money Moments – <http://moneymoments.com/asu/>
- » Volunteer Essentials – [www.girlscoutsaz.org/volunteer-resources](http://www.girlscoutsaz.org/volunteer-resources)
- » Wells Fargo Hands On Banking – [www.handsonbanking.org](http://www.handsonbanking.org)

# FINANCIAL LITERACY

## Treasurer Report Completion Form

### ADULT LEADERSHIP/TROOP OR GROUP LEADER INFORMATION

TROOP / GROUP # / IGM	<input type="checkbox"/> DAISY <input type="checkbox"/> BROWNIE <input type="checkbox"/> JUNIOR <input type="checkbox"/> CADETTE <input type="checkbox"/> SENIOR <input type="checkbox"/> AMBASSADOR					# OF GIRLS	# OF ADULTS
TROOP / GROUP LEADER NAME			PHONE (DAY)		PHONE (EVENING)		
ADDRESS			CITY		STATE	ZIP	
EMAIL							

### GIRL SCOUT INFORMATION

TROOP / GROUP # / IGM	<input type="checkbox"/> DAISY <input type="checkbox"/> BROWNIE <input type="checkbox"/> JUNIOR <input type="checkbox"/> CADETTE <input type="checkbox"/> SENIOR <input type="checkbox"/> AMBASSADOR						
GIRL SCOUT NAME			PHONE (DAY)		PHONE (EVENING)		
GIRL / GUARDIAN EMAIL							

### FORM SUBMISSION

Please submit all troop/group forms together to [Online Completion Drop Box](#)