

Individually Registered Girl Scout Product Programs Guidelines

Individually Registered Girl Scout (IRGs) can participate in both the Fall Product Program and Cookie Program.

Proceeds earned through Product Program will be managed by product programs staff, due to the IRS Tax Exemption requirements stating that no individual can receive a personal benefit from a fundraiser held by an organization with a non-profit status (<https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations>). Note these changes started October 1, 2022, and any proceeds earned prior to October 1, 2022, will not be affected. These changes are for all Girl Scouts noted as an IRG in Volunteer System or in a troop that is listed as an IRG troop in Volunteer Systems.

- Individually Registered Girl Scouts can choose to participate in the Fall Product or Cookie Program by connecting with a troop or service unit for the duration of the program.
- All proceeds generated will be withdrawn from the troop or service unit account at the close of the program. All proceeds will be pooled and managed by GSCTX product programs staff.
 - Cookie Bonus and Super Award will not be included in the amount pooled for an IRG.
- Individually Registered Girl Scouts can request use of funds by completing the IRG Fund Application.
- Funds may be used for: membership renewal, a destination trip, an approved trip that is tied to the Girl Scout Leadership Experience, a GSCTX event, a GSCTX summer camp (not the deposit), GSCTX shop purchases or use in service projects including Bronze, Silver, or Gold Awards.
 - Girl Scout must have an acceptance letter for destination before funds can be requested.
- Individually Registered Girl Scouts can request to use funds to cover one adult member registration for their parent/caregiver who will help with their Girl Scout Leadership Experience.
- Individually Registered Girl Scouts cannot request to use funds for purchasing retail shop gift cards, donation to other non-profits, or to cover adult registration for events or travel.
- When leaving GSCTX and joining another council, funds cannot be transferred to another Girl Scout or council and cannot be exchanged for cash.
- If an IRG moves to a traditional troop, funds will not transfer to the traditional troop. Funds will stay in the IRG bucket.
- The appropriateness of trip will be a determining factor for approval of requested funds. Travel must tie back to the Girl Scout Leadership Experience.

If an Individually Registered Girl Scout participates in the program by connecting with a troop

- Individually Registered Girl Scouts may participate with the permission of the troop's coordinator and will be treated with the same expectations as other members of the troop.

- Individually Registered Girl Scouts will work with the troop coordinator to receive product and rewards as well as turn in money due.
- Troop coordinator should receipt every transaction for clarity and reconciliation.
- Traditional Proceeds from Individually Registered Girl Scouts will be withdrawn from the troop account at the close of the program to be pooled with all other IRG proceeds.
 - Troop and IRG Girl Scout will not earn Cookie Bonus and Super Award on the packages the IRG Girl Scout sold.

If an Individually Registered Girl Scout participates in the program through the service unit:

- Individually Registered Girl Scout Scouts will be uploaded in vendor site with a troop number designated by the council. Each service unit will have a different troop number for IRGs.
- The service unit must complete the [ACH Form](#) with the designated IRG troop number if not previously on file with council.
- The service unit coordinator or IRG coordinator is responsible for coordinating product/reward distribution and handling the finances of the IRGs' sale.
- Service unit volunteers are responsible for ensuring each transaction (product/money) has a signed receipt for clarity and reconciliation. All transactions should have a separate receipt.
- All monies owed by an IRG must be collected by the service unit coordinator.
- The service unit coordinator will need to notify the service unit treasurer of the Individually Registered Girl Scout participation, as traditional proceeds will be withdrawn at the end of the sale.
 - Cookie Bonus and Super Award will not be withdrawn from the service unit account.

For the Cookie Program, the troop cookie coordinator or service unit cookie manager will procure and assign booths to the Individually Registered Girl Scout Scouts under their leadership. IRGs will follow all cookie booth rules as do traditional troops. IRGs earn the same recognitions as Girl Scout Scouts in traditional troops (including program credits).

Requesting Proceeds for Approved Use:

At the close of the program, the Individually Registered Girl Scout's caregiver will receive an email detailing the process to request funds and a link to the IRG Fund Application Form.

Only IRG's that participated in Product Program are eligible to request funds.

Application Process: www.gsctx.org/irgfund

Once an application is received, GSCTX Product Program will review the request.

- Criteria that will be looked at are:
 - Participation in Fall Product and Cookie Program.
 - The requested activity and it's tie to the Girl Scout Leadership Experience.
 - Amount being requested.
 - Number of requests currently in the que.
 - Number of requests made by Girl Scout.

Payment Process:

- Payments will only be given to troop, service units, or other councils to pay for activity.
- Requests for payments must include invoice, bill, receipts documenting requested funds.
- Note for activities paid before approval of request, GSCTX does not guarantee the requested amount will be approved.

Shop purchases:

Girl Scouts may apply to use the IRG fund to purchase merchandise in the shop that will help them in their leadership experience. This can include:

- Badge and journey books
- Badge activity sets
- Uniform components (sash, vest, numbers), including badges and patches.
- Girl Scout T-shirts
- Fun items in GSCTX shop are not eligible for reimbursements.
- To purchase shop items, Girl Scout will pay for the items up front at our local GSCTX shop.
- Submit IRG Application for funds for GSCTX shop items.
- GSCTX will review and once approved will send a check to the caregiver.
 - Note, not all items will be reimbursed. GSCTX does not guarantee reimbursement for all items, caregiver must understand in some cases, a request may be denied.

GSCTX Camp or other council Camp-

- Submit IRG Application for funds for GSCTX summer camp or other council camp.
- Caregiver will register for camp and pay deposit.
- Once application has been reviewed and an amount approved, GSCTX will apply the amount to the balance owed for camp.
- IRG funds cannot be used towards camp deposits.
- If camp is cancelled, awarded funds will go back to the IRG fund bucket & Girl Scout will need to submit a new application.

GSCTX Events-

- Submit IRG Application for funds for event.
- Caregiver will register and pay for the event.
- Once application has been reviewed and an amount approved, GSCTX will switch the payment method on the backend and refund caregiver to their original form of payment.

External events (Girl Destination)-

- Submit IRG Application for funds for Girl Destination trip.
- Girl Scout will include acceptance letter from Destination trip.
- Once application has been reviewed and an amount approved, GSCTX will mail a check on behalf of the Girl Scout to the destination trip host.

Membership Registration-

- Submit IRG Application for funds for registration.
- Once application has been reviewed and an approved, GSCTX will process the renewal on the backend and send confirmation.

Service Unit/Troop hosted event and Travel-

- Submit IRG Application for funds for event or travel.
- Include a bill or invoice for event and/or travel.
- Once application has been reviewed and an amount approved, GSCTX will mail a check on behalf of the Girl Scout to the service unit and or troop hosting the event/travel.

Availability of IRG funds- requesting reimbursement does not guarantee full amount requested.

Funds earned during the 2022 Fall Program will expire December 31, 2023. Funds earned during the 2023 Cookie Program will expire September 30, 2024.

Funds earned during the 2023 Fall Program will expire December 31, 2024. Funds earned during the 2024 Cookie Program will expire September 30, 2025.

Funds leftover in the IRG funds pool will be used by GSCTX for council-sponsored activities.

FAQ:

- **My Girl Scout has been an IRG for many years and currently has funds saved with the service unit, what happens to those?** Nothing, GSCTX is not going to take any funds saved prior to October 1, 2022. Those funds will stay in the service unit account and can be used for approved Girl Scout Leadership Experience activities.
- **Can my Girl Scout take a portion of funds in the IRG account managed by GSCTX if she moves to a traditional troop?** No, funds in the IRG account managed by GSCTX will stay in that account and not move with a Girl Scout if they decide to move to a traditional troop. Funds will also not be available to continue to use if they move to a traditional troop.
- **How long will it take for application request to be approved/denied?** 2-4 weeks, depending on when the application has been submitted.
- **What can funds be used for?** Funds may be used for: membership renewal, a destination trip, an approved trip that is tied to the Girl Scout Leadership Experience, a GSCTX event, a GSCTX summer camp (not the deposit), GSCTX shop purchases or use in service projects including Bronze, Silver, or Gold Awards. Girl Scout must have an acceptance letter for destination before funds can be requested.
- **How often can I apply?** There is not a limit to the number of times a Girl Scout can apply, however there may be a limit on what is granted based on availability, when the funds will expire and the number of other applicants making request.
- **Does my Girl Scout have a cap on the amount of money available to her?** The funds available may be exhausted at any point in a membership year. Request for high valued events such as, travel and GSCTX camp, will be limited up to \$400 per membership year. (Note: An applicant may not receive the full \$400). Each application is reviewed individually. Amounts are calculated using a point scale system considering the following criteria: participation in council sponsored Product Program, requested activity and it's tie back to GSLE, dollar amount requested and timing of requests for funding.
- **Do these funds expire?** Yes, funds will expire. Funds earned during the 2022 Fall Program will expire December 31, 2023. Funds earned during the 2023 Cookie Program will expire September 30, 2024.
- **Will the funds be disbursed proportionally to sales?** No, as participants in Girl Scouts of Central Texas Product Programs, Girl Scouts may not privately benefit from their participation. As a council and even in traditional troops, funds cannot be disbursed based on a Girl Scout's sales.
- **What happens if I don't have an invoice or bill?** Girl Scouts should only request reimbursements for items that they are able to provide a bill or invoice for. IRG funds are a way to supplement the cost of a trip, not fund a trip 100%, just like in a traditional troop.
- **How are decisions made on who gets to use the money and when?** Each application is reviewed individually. Amounts are calculated using a point scale system considering the following criteria:

participation in council sponsored Product Program, requested activity and it's tie back to GSLE, dollar amount requested and timing of requests for funding.

- **What if my Girl Scout is approved and then unable to attend the activity or travel?** If your Girl Scout's application is approved and then your Girl Scout is unable to attend the activity or travel, the funds will go back in to the overall GSCTX IRG Fund. To be equitable to all IRG Girl Scouts and to meet IRS guidelines, we will not earmark any funds.
- **Will requests be filled in full or only partially?** Our goal is to fill request in full, however at times a request may only partially be approved due to timing, the requested activity, and the number of applications in the que.