

FOR OFFICE USE ONLY
CORPORATE MANAGEMENT
ORGANIZATION. & STRUCTURE
BANK ACCOUNT INFORMATION/
FINANCIAL REPORT
TROOP # _____



APPLICATION FOR ACCEPTANCE OF DONATION

Girl Scouts of Louisiana – Pines to the Gulf
1720 Kaliste Saloom Rd., Suite C-1
Lafayette, LA 70508-6140
T 337 984 1142 1 800 960 2093
F 337 984 2799
www.girlscoutsbayou.org

COUNCIL POLICY:

Troop/Groups must inform the chief executive officer or her designee when donations offered are valued at \$250 or higher.

INSTRUCTIONS:

1. Complete and return this form to: Girl Scouts of Louisiana – Pines to the Gulf, 1720 Kaliste Saloom Rd., Suite. C-1, Lafayette, LA 70508-6140 immediately upon being contacted by a prospective donor.
2. Complete the Troop/Group Sponsorship Agreement form and return to the council service center.
3. To satisfy IRS reporting regulations, the checks must be made payable to Girl Scouts of Louisiana – Pines to the Gulf, and mailed to the council service center. Once received, a check will be issued to your troop on either the 15th or last day of the month, whichever comes first.
4. Provide the council with reporting information as required by the donor.
5. Enter the amount of this donation on your financial statement.

Date _____

Service Unit # _____

Troop # _____

Name: _____

email: _____

Address: _____

City: _____ Zip: _____

Phone # _____ (Day)

_____ (Evening)

_____ (Cell)

Amount of Cash Donation _____

Non Cash (Specify) _____

Name of Donor: _____

Business of Donor _____

Address of Donor: _____

Phone # of Donor: _____

How does the donor expect these funds will be used:

Does the donor require a report or information on how their money was spent? If so, what? _____

