

# Monetary Policies

1. **Go Cashless When Possible**  
Use credit cards via the *Digital Cookie* “Take a Payment” feature—it's easy and fee-free for troops!
2. **Secure Funds Quickly**  
Parents/caregivers should collect and safeguard cookie money right away.
3. **Deposit Promptly & Often**
  - a. Turn in funds to the troop treasurer regularly. Always get a receipt and keep a log of all deposits.
  - b. All cookie funds must be deposited into the troop bank account frequently—don't hold onto cash.
4. **When to Collect Payment**
  - a. Collect payment **at delivery** (except for Digital Cookie orders).
  - b. For *Cookies for the Community (CAC)*, collect payment **immediately**.
  - c. Troops **cannot** require parents/caregivers to prepay for cookies.
5. **Accepting Checks**
  - a. Make checks payable to “Girl Scout Troop XXXXX”
  - b. Accept only preprinted checks with the issuer's address
  - c. Write the phone number on the check; driver's license is recommended
  - d. Avoid out-of-state checks
  - e. Note the Girl Scout's first name and last initial on the check
6. **Credit Card Payments**
  - a. Use Digital Cookie Take a Payment—GSGLA covers the fees (note: these don't count toward girl rewards)
  - b. Troops may also use card readers (fees paid by troop, not passed to customers)
7. **Payment Apps**
  - a. Troops and families may use PayPal, Venmo, or Zelle **ONLY if funds go directly to the troop bank account**
  - b. Parents/caregivers may deposit funds into their personal account and then pay the troop via check or app—if the troop allows it
  - c. Set a regular payment schedule with families to stay on track
8. **Limit Large Bills:** Girl Scouts should avoid accepting bills over \$20 to reduce risk. Counterfeit bills are the troop's responsibility—see tips at [girlscoutsla.org](https://www.girlscoutsla.org).
9. **Receipt Everything:** Always provide a receipt for cookie transactions—whether giving cookies to Girl Scouts, receiving money from families, or turning in funds to the troop treasurer.
10. **GSGLA Proceeds via ACH:** GSGLA collects its portion of proceeds through ACH debit. Troops with unpaid balances may be required to pay by cashier's check or money order and may lose access to future programs and rewards until the balance is resolved.
11. **Stay Current for Rewards:** Troops must pay in full and on time to qualify for Early Renewal and Troop PGA rewards.

| Ways To Pay For Cookies:                                 | Cash/Check | Credit Card with a troop credit card reader | Digital Cookie Take A Payment | Venmo / Paypal / Zelle, etc.                        |
|----------------------------------------------------------|------------|---------------------------------------------|-------------------------------|-----------------------------------------------------|
| Ways for customers to pay for product                    | Yes        | Yes                                         | Yes                           | Yes (to the troop only, not individual Girl Scouts) |
| Ways for parents/caregivers to pay the troop for product | Yes        | Yes                                         | No                            | Yes                                                 |