

Monetary Policies

1. **Troops are strongly encouraged to move towards contactless payment options such as credit cards, using the Digital Cookie Take a Payment feature.**
2. Cookie program funds should be collected from Girl Scouts and safeguarded by parents/caregivers immediately.
3. Cookie program funds should be submitted for deposit to the troop treasurer promptly and frequently. Retain a receipt from the troop treasurer of monies turned in.
4. Troops must deposit all cookie program funds promptly and frequently into their troop bank account.
5. Payment is collected only when girls deliver cookies (except for Digital Cookie orders). However, for Cookies for the Community (C4C) orders, payment should be collected immediately. **Troops may not require parents/caregivers to pay for cookies upon receipt.**
6. Girl Scouts may accept cash and/or checks made payable to “Girl Scout Troop XXXX” as payment for cookies.
 - a) Accept only preprinted checks with issuer’s address.
 - b) The telephone number of the issuer must be recorded on the face of the check.
 - c) The driver’s license number is recommended, if possible.
 - d) GSGLA cautions against accepting out-of-state checks.
 - e) Girl Scout’s first name and last initial should be recorded on the check in case of any issues.
7. Credit cards may be accepted from customers by troops via the Take a Payment Link in Digital Cookie. GSGLA will absorb the transaction fees for this type of payment so this should be the preferred customer payment choice. Payments do not count towards girl rewards.
8. Credit cards may be accepted by troops via a smart phone if they have set up an account with a major credit card reader company. **Payments must go straight into the troop bank account.** Fees are paid by the troop and may not be transferred to the customer.

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)

9. **Troops** may use PayPal/Venmo/Zelle to accept payment from customers for cookies. The funds must go directly to the troop’s bank account. Individual Girl Scouts/parents/caregivers may not use payment apps to receive payment from customers.
10. Parents/caregivers **may** use payment apps such as Paypal/Venmo to pay troops for cookies, if the troop allows it.
11. Parents/caregivers **may** deposit program funds into their personal bank accounts and then write a check or submit a Paypal/Venmo payment to the troop for the amount, at the troop’s discretion. Troops are encouraged to set up a regular payment schedule with each family.

Ways To Pay The Troop For Cookies:	Cash/Check	Credit Card with a troop credit card reader	Digital Cookie Take A Payment	Venmo / Paypal / Zelle, etc.
Ways for	Yes	Yes	No	Yes

parents/caregivers to pay for product				
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12. Girl Scouts should not accept bills larger than \$20 to reduce their risk of loss. Counterfeit bills are the troop's responsibility. See guidelines for preventing counterfeiting at www.girlscoutsla.org.
13. **Troops should receipt every transaction (e.g., cookies given to Girl Scouts, money received from families, money given to the troop treasurer for deposit) for clarity and reconciliation.**
14. All council proceeds will be collected from troops via ACH debit. GSGLA reserves the right to require a certified check/money order for troops that are delinquent. Troops that are delinquent will be prevented from participating in future product programs and Girl Scouts in the troop forfeit rewards/events until the balance is paid.
15. Troops must pay in full, on time, in order to receive Early Renewal or troop PGA rewards.