

**Just  
-in-  
Time**

*Service Unit  
Fall Product and Cookie Volunteers*  
**Bank Account Process  
IRG and New Troops without a Bank Account**

Individually Registered Girls (IRG) and newly formed troops, do not have bank accounts. For new troops, it takes time to get a bank account established. Many times, product programs are starting before this can get accomplished. In both situations, the service unit bank account should be utilized.

**How do I know if Individually Registered Girls (IRG) are participating in product programs?**

The SU Cookie Manager can use Looker to find IRG girls in the service unit and reach out to them to encourage their participation and assist them throughout the program.

**How do I know if our service unit has a new troop without a bank account?**

GSDH staff will connect you with new troops who will need assistance using the service unit bank account for product programs.

**Will the service unit be responsible for providing the troop's proceeds from the account?**

No. Council will pull 100% of the deposited funds. After the troop has opened and confirmed their troop bank account with council via the Bank Account Confirmation / ACH Form, the troop proceeds will be deposited into the troop bank account.

**Important!**

When a troop starts a Fall or Cookie Program, depositing with their Service Unit, they should continue to do so for the entire program, even if they establish a bank account!

**STEPS**

1. Reach out to the new troop co-leaders/IRG parent to let them know you will be their contact for turning in money during the product program.
2. Set up times throughout the program for the troop to turn in funds they have collected.
  - Be sure the troop has provided a receipt to each family & recorded payments for girls in eBudde.
3. Count the money WITH the person present to confirm both parties agree on the amount of money exchanging hands.
4. Issue a signed Money/Product receipt for each exchange of money.
  - This will provide a paper trail and acknowledgment of each exchange made.
  - Ensure both parties sign the receipt.
  - Give white receipt copy to troop/IRG parent & keep the yellow receipt copy for the SU records.
5. Deposit the money into the service unit account.
  - Make a separate deposit for each troop and/or IRG.
6. Get a printed deposit receipt from the bank and write the troop number/IRG name on it.
  - Provide a copy/picture of receipt to service unit treasurer and the troop leader/IRG parent.
7. Submit the [Service Unit Deposit Confirmation Form](#) at the end of the program confirming the total amount of funds deposited for each troop/IRG parent.
  - This form must be submitted by **November 5, 2023**.
  - Council will ACH 100% of the deposited funds.

**QUESTIONS?** Contact Member Services at 1-800-666-2141 or [help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org)