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## Instructions for Completing the Financial Assistance Application

All sections applicable to your request are required on the reverse side. This form may be completed by a parent/guardian, a Girl Scout volunteer (such as a troop leader, or service unit manager), or a council staff member.

Completed and signed applications must be received in the Fort Worth office at least 30 days before the assistance is needed. No refunds for programs already attended will be granted.

The form can be mailed, e-mailed, or faxed to the Fort Worth office, although in order for financial assistance information to remain **confidential**, mailing the application is preferred.

**Please note:**

1. Financial assistance is based on financial need and the application should reflect that need.
2. Financial assistance is limited; however, the council makes every effort to provide enough support so that no Girl Scout in Texas Oklahoma Plains is denied participation due to lack of funds. If you have any questions, please call 817-737-7272 or 800-582-7272.

**INSTRUCTIONS:** Please be sure to check the girl or adult box to ensure appropriate processing of application.

**SECTION I:** This section is to be completed for **all** applications. In the instance of an adult applying for an adult learning opportunity there may be no troop number and those lines may be left blank. The grade level boxes can be checked for adult applicants, indicating the grade level of girls you volunteer with. The service unit name should be filled in. Juliette Girl Scout parents can use zeros for the troop number, write "Juliette" for troop leader and use the name of their nearest school if they do not know their Service Unit.

**SECTION II:** Household income helps determine the need for financial assistance.

**SECTION III:** This section is used when requesting uniform components and program materials. If request is granted, a voucher will be mailed to you to be used to obtain items from a council shop.

**SECTION IV:** This section is used when requesting assistance to attend a council event. Assistance granted will be applied to the event fee. Amount granted will be included in the confirmation notice.

**SECTION V:** This section is used when adults are requesting assistance to attend an adult learning opportunity offered by the council.

Notification of assistance will be e-mailed or mailed within two weeks of receipt of application.

**NATIONAL MEMBERSHIP DUES:** To request assistance for these dues, use the form entitled "Request for Girl Scout National Membership Dues."

*A gift to the Girl Scouts of Texas Oklahoma Plains Annual Campaign ensures financial assistance is available for every girl or adult who needs help to participate in Girl Scouting.*

(over)



## Financial Assistance Application

*(Do not use this form to request assistance for National Membership Dues)*

Please use blue or black ink pen. This form may be photocopied. To maintain confidentiality, put application in an envelope and mark it: **Confidential; Attention: Financial Assistance**, and forward to Girl Scouts of Texas Oklahoma Plains, as instructed in "F".

<p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>In order to remove financial barriers to participation in Girl Scouts, limited funds are available to cover some expenses.</li> <li>Requests are reviewed on an individual basis.</li> <li>Financial assistance cannot be granted for troop activities. Troops are expected to budget for troop activities, outings, and other needs in their troop treasuries.</li> <li>This financial assistance request DOES NOT register the applicant for any event/learning opportunity. This request must be attached to the appropriate event/learning opportunity registration form.</li> <li>The council does not reimburse funds already spent.</li> </ul> <p><b>How to apply for financial assistance</b></p> <p><b>A.</b> All CURRENTLY registered girl and adult members are eligible to receive financial assistance.</p> <p><b>B.</b> A parent, troop leader or other adult may make a request.</p> <p><b>C.</b> Use one application per recipient.</p> <p><b>D.</b> Allow two weeks to process.</p> <p><b>E.</b> Refer to the Financial Assistance Guidelines on the reverse side of this form for more information.</p> <p><b>F.</b> Complete form and return to:          Attn: Financial Assistance          Girl Scouts of Texas Oklahoma Plains, Inc.          4901 Briarhaven Road          Fort Worth, TX 76109-4499          or Fax: 817-732-1261</p>	<p style="text-align: right;">I. (PLEASE PRINT)</p> <p>Applicant's name: _____</p> <p>Girl or Adult Troop # _____</p> <p>Check if non-troop affiliated Service Unit: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Grade Level: Daisy Brownie Junior Cadette          Senior Ambassador Adult - Position: _____          New Member Returning Member Years in Girl Scouting: _____</p> <p>Participated in most recent council product sale: Yes No</p> <p>Amount of Cookie Bucks earned: \$ _____</p> <p>Name of Person completing application: _____</p> <p>Position: _____ Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____ Email: _____</p> <p>Requestor's signature: _____ Date: _____</p> <hr/> <p><b>II. Estimated Household Income:</b></p> <p style="text-align: center;">Under \$15,000    \$15,000 - \$25,000    \$25,000 - \$35,000          \$35,000 - 45,000    \$45,000 - \$55,000    \$55,000 or more</p> <p>Number of individuals supported by this income: _____</p> <p>Number of dependents living at home: _____</p> <p>Has any financial assistance been granted this year? No Yes</p> <p>If yes, please state amount \$ _____</p> <p>Why is financial assistance needed? _____</p>
<p><b>III. Uniform Components, Insignia and Printed Materials:</b></p> <p>Materials needed: _____ Total Cost: \$ _____</p>	<p><u>Office use Only</u>          Date received: _____          Amount approved: \$ _____</p>
<p><b>IV. Program:</b> Fees for council-sponsored events, day camp, or resident camp. Assistance will be granted to cover a partial or full amount of the event fee. Attach event registration form.</p> <p>Event Name: _____ Event Date: _____</p> <p>Event Fee: \$ _____ Amount Requested: \$ _____</p>	<p><u>Office use Only</u>          Amount approved: \$ _____          Acct. code: _____</p>
<p><b>V. Adult Learning Opportunities:</b> Includes council-sponsored learning opportunities. Attach learning opportunities registration form.</p> <p>Course Name: _____ Course Date: _____</p> <p>Course Fee: \$ _____ Amount Requested: \$ _____</p>	<p><u>Office use Only</u>          Amount approved: \$ _____          Acct. code: _____</p>