

# Opportunity Fund Application

**INFO**

- Leaders must review philosophy and guidelines with parents/guardians. Please refer to and sign the Opportunity Fund Philosophy and Guidelines printed on the next page.
- Only completed forms will be reviewed. Allow up to four weeks for processing.
- Please print clearly with blue/black ink or type.
- **If you would like to request assistance for first-year Girl Scouts of the USA membership/registration, please use the Opportunity Fund Application for New Member Registration form, AD-0444AW, instead.**

Fill out both sides of this form. Please keep a copy for your records. Mail Financial Assistance Application & signed Policy and Guidelines to: Financial Assistance, Girl Scouts San Diego, 1231 Upas Street, San Diego, CA 92103. If you need any other language assistance, please contact us at customercare@sdgirlscouts.org or 619-610-0821 or 800-643-4798.

**TROOP/LEADER INFO**

Troop # \_\_\_\_\_ Service unit \_\_\_\_\_ # of girls in troop \_\_\_\_\_

Troop/group leader \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail address \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**APPLICANT INFORMATION**

**Assistance needed for:**

Girl:  Daisy  Brownie  Junior  Cadette  Senior  Ambassador  IRM  Adult

Name of applicant \_\_\_\_\_ Grade \_\_\_\_\_

Name of parent/caregiver (if applicant is under 18) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail address \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**TROOP INVOLVEMENT**

Is the applicant currently registered with Girl Scouts of the U.S.A.?  Yes  No

Has the troop/group turned in an annual troop finance report?  Yes  No

Have troop/group sources of funding already been exhausted?  Yes  No

Have parents/caregiver supported the girl by investing time, talent or other resources in her troop?  Yes  No

Briefly describe: \_\_\_\_\_

\_\_\_\_\_

Does the applicant or the applicant's family participate in troop/group money earning activities, such as the Cookie Program?  Yes  No

Briefly describe: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S FINANCIAL STATUS**

Has the applicant or the applicant's family received financial assistance from Girl Scouts in the past?  Yes  No

Is the applicant or the applicant's family eligible for federal, state, or other public assistance?  Yes  No

Briefly describe: \_\_\_\_\_

\_\_\_\_\_

Has the applicant or the applicant's family had a recent loss of essential income, recent significant medical expenses, recent loss of or severe damage to a home or family business, or other extenuating circumstances impacting family income?  Yes  No

Briefly describe: \_\_\_\_\_

\_\_\_\_\_

# Opportunity Fund Application Continued

FINANCIAL ASSISTANCE ITEMS

**Please select the items for which the applicant is requesting financial assistance.**

Troop/group start-up fee, first year only (limit \$20 per girl)

**Uniform pieces:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Sash (size)..... (\$7-\$9)                          | <input type="checkbox"/> Membership Pin (\$2.50) | <input type="checkbox"/> Flag (\$2.25)                |
| <input type="checkbox"/> Vest (size)..... (\$18.50-\$26)                     | <input type="checkbox"/> Council ID (\$5.50)     | <input type="checkbox"/> Troop Numbers ..... (\$1.75) |
| <input type="checkbox"/> Tunic (size) ..... (\$16.50)                        | <input type="checkbox"/> Insignia Tab (\$3.00)   | <input type="checkbox"/> WAGGS Pin (\$2.50)           |
| <input type="checkbox"/> Journey book/Girl Guide title(s) (\$7-\$16.85)..... |  |   |

**Troop/Group activities/events:**

Girl Scouts of the USA, Council, Service Unit, or Troop/Group activities/events that directly relate to or support the Girl Scout Leadership Experience. Assistance may be provided, based on the program's value to the Girl Scout Leadership Experience that engages girls in discovering themselves, connecting with others, and taking action to make the world a better place. For more information on the Girl Scout Leadership Experience, visit [www.sdgirlscouts.org](http://www.sdgirlscouts.org).

Organizer/event/date: .....

Describe program value: .....

Organizer/event/date: .....

Describe program value: .....

Organizer/event/date: .....

Describe program value: .....

FINANCIAL ASSISTANCE

**Requests for Financial Assistance:**

	<b>Amount Requested</b>	<b>Amount Approved (office use)</b>
Troop/group start-up cost	\$ .....	\$ .....
Handbook cost	\$ .....	\$ .....
Uniform cost	\$ .....	\$ .....
Event cost	\$ .....	\$ .....
Total cost	\$ .....	\$ .....
Troop/group contribution	\$ .....	
Family/applicant contribution	\$ .....	
<b>Total requested amount</b>	<b>\$ .....</b>	<b>\$ .....</b>

**Requests for financial assistance will not be considered for:**

- Any activities/events that do not directly relate to or support the Girl Scout Leadership Experience with direct outcome (girls gain practical life skills, or seek challenges in the world, etc.)
- Uniform pieces not listed above
- Outside events not promoted by Girl Scouts
- Girl Scouts of the USA membership/ registration beyond first year
- Troop dues or meeting expenses
- Activities/events outside the San Diego/ Imperial County area
- Amusement park events
- Dining experiences
- Hired transportation

I have read, reviewed with the leader/parent this completed Opportunity Fund Request Application and understand the attached Philosophy and Guidelines for the Girl Scouts San Diego Opportunity Fund. I certify that the information provided above is accurate and complete to the best of my knowledge.

.....  
Leader signature and date

.....  
Parent/caregiver signature and date

Mail Financial Assistance Application & Signed Policy and Guidelines to:  
Financial Assistance, Girl Scouts San Diego, 1231 Upas Street, San Diego, CA 92103.

OFFICE USE ONLY

Financial report received:  Yes  No      Currently registered:  Yes  No      New Troop:  Yes  No

Outstanding financial balances to Girl Scouts San Diego    Amount: \$.....

.....  
Approved by (Opportunity Fund Committee)

.....  
Date

# Opportunity Fund Philosophy and Guidelines

## Philosophy

Girl Scouts San Diego (GSSD) is committed to ensuring that all girls can participate in Girl Scouting, regardless of socioeconomic status. Financial assistance is a part of our council's continuing investment in leadership experiences for girls. No girl will be denied access to Girl Scouting for financial reasons.

The Opportunity Fund provides confidential, need-based financial assistance to individual Girl Scout members. Funds help cover costs associated with basic supplies and troop/group activities and events.

## Guidelines

- Girl Scouts San Diego reserves the right to determine who qualifies based on need. Applications will be reviewed by committee. The amount of funds granted will vary based upon need and available funds.
- Troops should strive to be self-sustaining with budget planning as described in *Volunteer Essentials*: Chapter five. Girls learn to plan ahead and be self-sufficient when they work with a troop budget. Troops/groups should save and/or plan money-earning projects to cover activity expenses and membership/troop fees. If a troop does not meet its financial goals, it should adjust the activities or timetables.
- Troop/group leaders should ensure that the amount requested is reasonable and in line with the economic conditions of troop/group members. When planning and budgeting for activities, troops/groups should keep in mind the cost of planned activities, the members' ability to pay and the troop's money-earning potential. Opportunity Funds should not be used to cover costs a troop is unable to handle. For example, if most or all members of a troop request financial assistance to participate in a troop activity, it indicates that further troop planning is needed. Opportunity funds are meant to be supplementary, and may not cover 100 percent of any request.
- Activities and events must contain Girl Scout Leadership Experience program values to qualify for assistance.

## Assistance qualifications

- Financial assistance is only available to individual girl and adult members, not troops.
- Applicant must be currently registered with Girl Scouts of the USA (GSUSA).
- Applicant's troop/group must have submitted an annual troop finance report.
- Applicant's family must have cleared any outstanding balance owed to council.
- Adults may apply for financial assistance for council-sponsored adult classes or troop/group activities when their participation is required to meet GSUSA guidelines, found in *Volunteer Essentials*: Chapter four.
- Financial assistance for Girl Scouts of the USA membership/registration is only available for the first year of membership.
- Requests for retroactive or reimbursement funds will not be considered.

## Application process

- Each applicant must complete a separate application.
- Only completed applications will be reviewed. Incomplete applications will be returned.
- Applications must be submitted at least 30 days prior to the activities/events for which the applicant is requesting financial assistance.
- The troop/group leader works with the applicant or applicant's parent/guardian to complete the application. (Parents of independently registered girls may complete the application.)
- The troop/group leader (or the parent of an independently registered girl) submits the application to GSSD.
- Processing takes up to four weeks.
- Applicant/leader will be notified when a decision is made.

## Approved requests

- When assistance is granted for council sponsored events, amount granted will be credited to any balance pending; no check will be issued.
- Funds granted will be transferred directly into troop bank account.

I have read, reviewed with the leader/parent and understand the above philosophy and guidelines for the Girl Scouts San Diego Opportunity Fund.

Leader signature and date

Parent/caregiver signature and date