

## Description

Harold and Lucille Theda of Keizer, Oregon left a generous endowment to Girl Scouts of Oregon and Southwest Washington to provide educational opportunities to adults working with girls. This giving couple valued education and recognized its importance in changing lives. They wanted this support to be used to help Girl Scout adult volunteers to attend educational or development programs that are GSUSA sponsored or endorsed.

- Two awards will be given yearly for up to \$1,200 each.
- Awards may be used for all costs associated with the training including travel, registration fees and personal expenses such as babysitting/pet sitting, wardrobe expenses, etc.
- The award is intended for Girl Scout sponsored programs at Edith Macy, Girl Scout World Centers or any other Girl Scout educational event. Funds may also be used for non-Girl Scout educational opportunities, if the applicant can demonstrate the value.

## Requirements

The applicant must:

- Be a registered adult Girl Scout volunteer.
- Reside within the boundaries of the Girl Scouts of Oregon and Southwest Washington Council.
- Complete the attached application.
- Turn in all trip related receipts to the council after travel.
- Provide a written statement after the travel about the benefits of the experience. (What was the most valuable lessons you learned as result of this experience? Suggestions for the future?)

## Approval Process

- Applications are accepted all year round.
- Applications may be submitted for travel occurring in future years.
- Scholarships will generally be awarded in December and June.

<b>Contact Information</b>			
Name			
Street Address			
City, State, ZIP			
Home Phone			
Work Phone			
Email Address			
<b>Learning Opportunity Information</b>			
Title of Opportunity			
Location of Opportunity			
Dates of Opportunity			
Total Cost of Opportunity (including all travel and miscellaneous expenses)	\$	Scholarship Amount Requested	\$



# Theda Family Endowment Adult Learning Application

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Summarize your current and previous volunteer positions with Girl Scouts of Oregon and Southwest Washington (including positions held with legacy councils if applicable).

How will this opportunity enhance your future volunteerism with Girl Scouts of Oregon and Southwest Washington?

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a recipient of this grant, I am responsible for any applicable taxes due.\*

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Any funds spent for direct expenses for the learning opportunity, such as travel costs, lodging, meals, and tuition, are not considered to be taxable income to you by the IRS, as long as they are documented according to IRS standards. Forms and instructions will be provided to assist you in meeting this requirement. You must submit documentation within 5 days of your return from the learning opportunity. If receipts are not received by 12/31 of the year in which you receive the funds, they will automatically be considered taxable income to you and you will receive a 1099 Information Return for all undocumented expenses.

If you need to use any or all of the funds for personal items such as child care, clothes, pet care, etc., in order to be able to attend the learning opportunity, they will be considered as taxable income to you by the IRS, and you will receive a 1099 Information Return from the council before January 31, the year following the year in which you received the funds.

### Submit completed forms to:

Girl Scouts OSW  
Attn: Director of Volunteer Support  
9620 SW Barbur Blvd., Portland, OR 97219  
phone 503-977-6800 / fax 503-977-6801

### For Office Use Only

Date Submitted: \_\_\_\_\_

Approved  Denied

Candidate Notified

Date Forwarded to Finance: \_\_\_\_\_

Appropriate Opportunity

Currently a Registered Member

Resides in GSOSW Jurisdiction



# girl scouts of oregon & sw washington

## Theda Family Endowment Process Information Guide

Submissions are accepted all year round and reviewed in November and May for disbursements in December and June.

Your application may be approved at any time and the funds will become available at the most appropriate disbursement time. You will receive a notification letter indicating the amount awarded (the amount may be different than requested).

If your application is denied you will receive a letter within 30 days of receipt at the council office explaining the reason(s) the application was denied.

If you choose to decline your award, you must do so within two weeks of your receipt of the approval letter so that we may disperse the funds to another applicant.

### Upon notification of approval:

Please contact Patricia Hutchings at [phutchings@girlscoutsosw.org](mailto:phutchings@girlscoutsosw.org), (541)246.1248 or 800.522.8772 to discuss details and next steps. You will receive a packet containing information on how to track your expenses. Additionally, the packet will contain suggested ideas on how to document your journey in words and pictures. If needed, we will provide a disposable digital camera for your use.

### Upon Return:

Within two weeks of your return, call or email Patricia for review of materials and receipts. You will need to turn in materials and receipts to the council in person or by mail at: Girl Scouts OSW, 72C Centennial Loop, Suite 300, Eugene, OR 97401. Attention: Patricia Hutchings.

We will provide suggestions regarding how to follow up with the donor family on your learning experience.

Congratulations! We look forward to hearing about your adventure.

Yours in Girl Scouting,

Patricia J. Hutchings  
Learning Services  
Eugene Service Center  
[phutchings@girlscoutsosw.org](mailto:phutchings@girlscoutsosw.org)  
541-246-1248  
800-522-8772

#### **Bend Service Center**

908 NE 4th Street Ste 101  
Bend, OR 97701  
541-389-8146

#### **Eastern Oregon Contact**

P.O. Box 1346  
Hermiston, OR 97838  
541-667-9696

#### **Eugene Service Center**

72C Centennial Loop, Suite 300  
Eugene, OR 97401  
541-485-5911  
800-522-8772

#### **Medford Service Center**

2001 N Keene Way Drive  
Medford, OR 97504  
541-773-8423  
800-433-9288

#### **North Bend Service Center**

1611 Virginia Avenue  
Box 610, Ste 208  
North Bend, OR 97459  
541-756-4626

#### **Portland Service Center**

9620 SW Barbur Boulevard  
Portland, OR 97219  
503-977-6800  
800-338-5248