

Mobile Payment Services Guidelines

This form answers frequently asked questions about mobile payment services and how troops can utilize these services during participation in product programs and year round for troop transactions.

Can troops use cash alternative payment services for product programs?

Yes, troops may choose to use mobile payment services, specifically Square, which is subject to the following guidelines:

- Payment services may not be linked to any personal bank accounts. Proceeds from all transactions processed by the troop will be deposited directly into the troop's bank account.
- Girls should be in agreement of the plan to accept credit card payments and any subsequent fees.
- Troop Treasurers must agree to use and document transactions within any potential payment system for the troop.
- Troop adults are accountable for any payment they accept.
- Fees incurred by the troop will not be passed on to the consumer.
- During each booth sale, troop users should keep a log of all electronic transactions to be returned to your Troop Product Manager or Troop Leader. This information will be used to help troops record transactions for inventory purposes and make sure that payments are allocated per girl.
- Fees will be treated as an expense and reported on the Troop Financial Report (form #108) as a separate line item. Remember to include all types of payments in troop financial records.

Please note that the GSOSW council does not provide assistance with these services, nor do we cover any related fees or expenses. Use of these services is a financial decision for troops to discuss before using.

Venmo is specifically not allowed. Payments can be made directly from Venmo as well as payments received, making it effectively a shadow troop/group account. All Girl Scout funds must be held in a Girl Scout bank account.

Can troops use the GSOSW Tax ID for set up with these services?

Yes, because the troop is included under the Girl Scouts of Oregon and SW Washington's Tax ID, these services may request the identification number just like on our troop bank accounts.

- Girl Scouts of Oregon and SW Washington's Tax ID #93-0399051

If troops elect to use credit card readers for any product sales, what are the rules?

Troops may choose to use credit card readers, like Square, for booth sales subject to the following guidelines:

- Proceeds from all transactions processed by the troop will be deposited directly into the troop's bank account.
- Transaction fees charged by the card reader vendor for the service are the sole responsibility of the troop. The purchase of the reader is also the responsibility of the troop. Girls should be in agreement of the plan to accept credit card payments and the subsequent fees.
- Fees incurred by the troop will not be passed on to the consumer.
- In order to be permitted to enter into a merchant agreement, the troop must be in good financial standing with timely submission of Troop Financial Reports and no history of outstanding debt owed to the council.
- At least one troop treasurer/signer on the troop account must be on the merchant agreement.
- Any adults granted access to the troop's merchant account should have a current membership, a completed background check with no money handling restrictions, Cookie Booth Sales training, and an Ethics Pledge.
- It is highly recommended that volunteers also complete Girl Scouting 101, Troop Finance, and Volunteer Essentials & Safety training prior to processing payments.

Can troops use GoFundMe or other crowdfunding sites?

No, crowdfunding is not an acceptable activity for fundraising. Reference GSUSA Blue Book:

For safety and security reasons, sales and marketing on the Internet for any Girl Scout troop/group money-earning activities may not be conducted by individual girls, parents, or other adults except as provided for in the Girl Scouts of the USA Product Sale Guidelines and with appropriate parental permission.

Example: Includes Crowdfunding, GoFundMe, Kickstarter, Facebook etc.