

# GSMW Fall Product Money Handling Tips

**Please use this as a reference for tips and guidance on handling money for the Fall Product Program**

## Receipts

**PRODUCT = MONEY**

ANYTIME product or money changes hands (at any level: SU, Troop, Caregiver) a receipt should be completed. This will protect your Girl Scout Troop and caregivers from any discrepancies or outstanding balance issues.

Get a receipt when:

Troop Product is picked up from the SU  
Product for a Girl Scout is picked up by a Caregiver  
Money is turned in for product (check, cash, etc.)

**Outstanding Balances cannot be accepted without receipts. The last person on record accepting and signing for the product will be financially responsible for that product. There are no exceptions.**

## Taking Payments

Council recommends that payment for product NOT be collected until product is delivered. If a customer insists on paying at the time of order, please make sure there is a record/receipt of the transaction. You should collect money at the time of order for donation items since they will not be delivered to the customer later.

## **Fall Program**

Cash: Make sure you are able to provide change if necessary.

Check: Must be less than \$200 and deposited within 30 days of check date.

- Checks that are returned as NSF that are over \$200 or are deposited more than 30 days from the check date will not be eligible for NSF reimbursement by Council.
- Only accept check payments from friends/family/customers or people you trust.

Clover Go: Card processing app where Troops and caregivers can accept credit cards. You have the choice to enter notes and details about the order.

## **Fall Program Links**

[Using Clover Go - Fall](#)

## **General Product Program Links**

[Sign up for Clover GO](#)

[Set up your Troop Bank Account](#)

[Adjusting your Troop Bank Account Info](#)

[Outstanding Balance Form](#)