

What is an Independent Girl Scout?

- a. An Independent Registered Girl Scout (IRG) is a registered Girl Scout who is not affiliated with a troop.
- b. The Product Program for an Independent Girl Scout must be managed and maintained by a registered, background checked volunteer who is not related to the Girl Scout.
- c. The funds for the Product Program are managed by a member of the service team such as the service unit finance consultant.
- d. The independent Girl Scout will be placed in the service unit 99XXX troop.

1. Product Program Protocol for Independent Registered Girl Scout:

- a. The Service Unit program manager or an unrelated, registered, background checked adult will manage IRGs.
- b. The Service Unit program manager will train the volunteer who is managing the Independent Girl Scout group.
- c. The Service Unit volunteer who is managing the group must complete the Troop Volunteer Position Description.
- d. The Service Unit volunteer managing the group will report to the Service Unit product program manager.
- e. The girls/parents in the independent group will report to the Service Unit volunteer managing the group.

2. Training:

- a. The Service Unit volunteer managing the Independent Girl Scout(s) will train them and their caregivers.
- b. The parent/caregiver permission form must be completed by the guardian and retained by the volunteer managing the group.
- c. The Girl Scout will receive: order card, family flyer, reward flyer, timeline, and payment instructions.
- d. The IRG Girl Scout must follow all product program rules, guidelines, and deadlines.
- e. The IRG Girl Scout reports directly to the volunteer managing the group.

3. Orders, Delivery, Payment, and Recognitions:

- a. The caregiver will enter the IRG's sales into the vendor software by the deadline provided.
- b. The volunteer managing the IRG will enter orders not entered by caregiver, create reward orders, and schedule delivery pick up time.
- c. The volunteer managing the program will pick up the group's product order, sort, distribute, and receipt product to the girls/caregivers and retain copies of all receipts.
- d. The IRG will pay the volunteer managing the group the full retail value of the product.
- e. The volunteer managing the group will place the recognition order for the IRG and pick up the group's recognition order from the Service Unit Product Program Manager.
- f. The IRG will pick up their recognition items from the volunteer managing the sale.

4. Service Unit Fund for Independent Registered Girl Scouts:

- a. Income from Product Program does not become property of individual girl members.
- b. The service unit will manage the proceeds raised from product program activities.
- c. To request funds to participate in a program, event, trip, Take Action project, etc., Independent Girl Scouts will complete a Request for Funds form and submit it to the SU Product Program Manager.
- d. The service team will review each request and allocate an amount accordingly from the Service Unit Fund for IRGs. The funds should be pooled and not tracked by individual girl.

5. Product Sale Program Guidelines:

- a. Proceeds from the product program can be used for the following: GSWNY sponsored programs, trips or events, GSUSA destinations, items from the Girl Scout shops, and GSWNY camp fees, Take Action projects, Service Unit events, etc.
- b. If a girl leaves a troop to become an Independent Girl Scout, she may not take proceeds with her as they are property of the troop, not an individual member.
- c. An Independent Girl Scout must participate in both council sponsored Product Programs to be eligible to do supplemental money earning projects (based on her age level).

- d. Independent Registered Girl Scouts cannot waive rewards for additional troop proceeds.
- e. Independent Registered Girl Scouts are not eligible for the Troop PGA bonus proceed.
- f. Booth sales are troop activities. IRGs can partner with a troop to attend a booth sale. IRGs can hold a Lemonade stand in their yard, lemonade stands cannot be entered into Smart Cookies as a booth because they are at private residences.

6. Online Sales & credit card payments:

- a. When IRG troops have online sales which are greater than in person the troop balance due will show as a credit.
- b. The ***troop/SU will request those troop proceeds via a troop refund form using the SU bank account as the recipient of the electronic transfer.***