



Everything in Order and Everything in its Place

Be Prepared!

The Girl Scout motto is especially on-target when dealing with troop papers and finances. Taking the time to create a reliable system for handling money, receipts, records, and other important documents will make reporting at the end of the Girl Scout year a simple task rather than a dreaded chore.

Getting Started

Good organization and communication is vital to troop success. Start by finding a way to collect and organize troop materials. Several suggestions are listed on the back to help choose the best method for the troop. Next, tell parents and girls how they can help. Newsletters, email, and facebook pages are great ways to communicate with parents but repeating important information during meetings and at pick up time is always helpful.

Collecting Information

The Troop Treasury Box

Consider designating a medium size box to collect materials from girls. This gives girls and parents a place to hand in permission slips, money and other necessary information without interrupting leaders as they are trying to greet girls and run meetings. Let parents know that the materials will be reviewed before the meeting ends, in case there are any questions about the materials. Have girls decorate the box. Place important information such as newsletters, forms that parents need to pick up, etc. next to the box. This gives parents one universal place to find information.

Troop Collection Envelopes

A great way to collect money from girls is by using troop collection envelopes. Purchase a box of envelopes and create labels that include a space for name, date, amount and reason. This will help ensure accuracy when transferring information to the troop ledger. Store the envelopes in the troop treasury box and place them next to the box during meetings for easy access. Make sure parents seal the envelopes.

Organizing Information

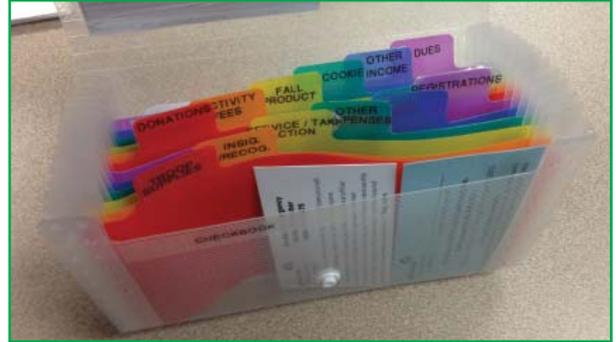
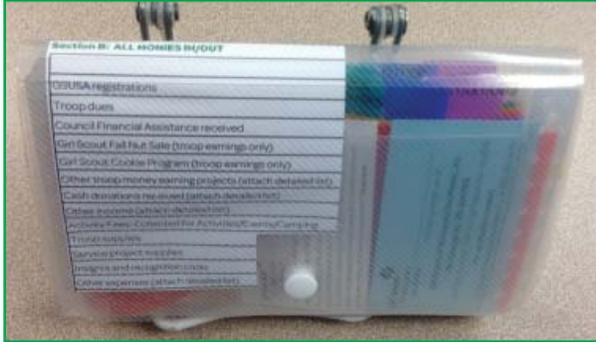
Look at the samples listed on the back of this flyer and think about which system would work best for the troop's needs. One of the keys to good troop organization is to file and record information as soon as it is received. No matter how good the system is, if information is allowed to pile up, the job will become more difficult to complete.

Suggestions for all organization systems include:

- Separate information into categories using tabs or folders.
- Make tabs or folders for each of the "All Monies In/Out" categories from the annual troop cash report.
- After making a purchase, write the check number or debit on the receipt.
- Write the "In/Out" category from the troop cash report on receipts.
- Keep troop materials separate from personal materials such as check books, debit cards, etc.
- Make sure the information is organized so interested parents can access troop information if requested.

The Coupon Organizer

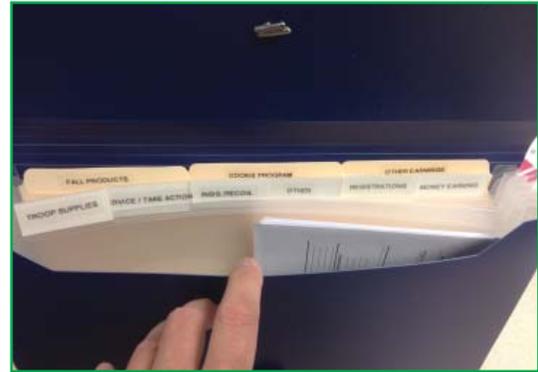
This system helps keep track of receipts and deposit slips in a handy coupon organizer that can easily fit in a purse or bag. Store the troop check book, debit card and tax exempt card in the front pocket for easy access and to ensure that troop items don't get confused with personal items.



A copy of the troop cash report "Monies In/Out" is taped onto the outside of the organizer and matching tabs are added to the inside.

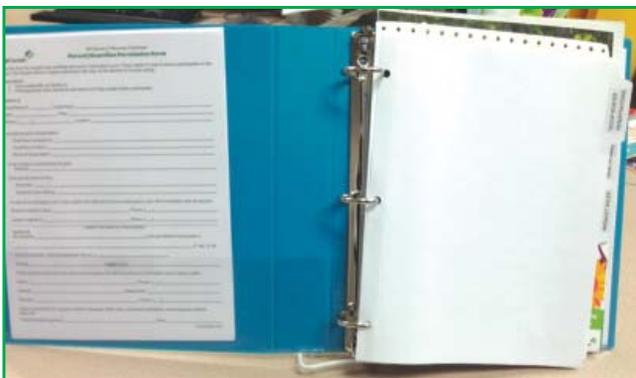
The Accordion File

This is a great way to expand on the coupon holder idea. The larger format allows for storage of additional items such as bank statements, cookie and fall product sale reports, health histories, etc. The top closure ensures that all materials stay put.



The Binder

This system offers an easier way to view materials. Troop rosters, registration forms, health cards, service area meeting handouts, resource center information, etc. can all be 3-hole punched and placed directly into the binder. Plastic sleeves can be added to store receipts, reports, newsletters, etc.



The binder offers a completely transparent system that parents will appreciate having access to.