



TRAIL LIFE USA®

THE ROLE OF THE TROOP TREASURER

The Treasurer must be a person capable of handling many details with good communications skills both verbal and in digital formats. They must be dedicated to good stewardship of the Troops finances and diligent about protecting its assets.

- I. Open and/or maintain a checking and/or savings accounts in the Troop's name and number; arrange for all transactions to be signed by the Troop's Committee Chair and Treasurer. See more below under *Bank Accounts*.
2. Handle (receive/record/disburse) all Troop funds. Pay bills on recommendation of the Committee Chair (with consent and authorization of the Troop Committee).
3. Count cash and open sealed envelopes in the presence of other Troop Committee members.
4. Provide receipts for all collected funds and deposit the money in the bank account.
5. Report monthly financial update to the Troop Committee; report to the chartered organization, as requested, on the financial condition of the Troop.
6. Keep adequate records.
7. Understand and communicate Trail Life USA fundraising policies. See *Fundraising Policy* below.
8. Take responsibility for thrift training within the Troop. Encourage the Troopmaster to explain the Troop's financial plan to each Trailman and his family, so that boys will accept responsibility and family members will participate in fundraising projects.
9. Work with the Fundraising Chair to oversee Troop money-earning projects, including obtaining proper authorizations.
10. Supervise a camp savings plan for Trailmen.
- II. Lead in the preparation of the annual Troop Budget. This is done each summer, after the next year's (fall-to-summer) program calendar has been agreed upon.



12. Maintain a scholarship fund for the Troop, if desired, to off-set registration fees or dues for financially needy families or to help families with multiple boys wanting to join Trail Life USA afford the \$26 registration fee. Trail Life USA does not have the ability to offer a discount at this time to assist those families registering multiple boys; assistance should be offered at the Troop level if possible by way of reimbursement or as the Troop decides is appropriate.
13. Donations to the Troop should be processed through the Charter Organization on behalf of the Troop. The Charter Organization is the non-profit entity, not the Troop.
14. Transactions requiring contracts should be completed by the Charter Organization. Troops have no legal status to enter into contracts.

BANK ACCOUNTS

The Charter Organization must give approval for a Troop to have a bank account. Banks may want a Troop's Chartered Organization's Employee Identification Number (EIN), and probably documents showing your Troop's officers. The Troop Treasurer should establish the account and the Committee Chair should be the co-signer on all checks. Some banks want other documentation, so call and ask. Some churches or pastors do not want their EIN's used; while we prefer that they do, there is no requirement that a Troop use the Charter Organization's EIN if the Charter Organization prefers that it not be used. An EIN can easily be obtained by a Troop by going to www.irs.gov and clicking the "Apply for an Employer Identification Number (EIN) Online" page. There is no cost, only minimum information is required and it can be completed in a matter of minutes. **Troops may not use Trail Life USA's EIN.**

FUNDRAISING POLICY

(updated 11/14/16)

1. All Troop fundraisers must be approved by the Chartering Organization.
2. All fundraisers must be in keeping with the aims and goals of Trail Life USA as expressed in the motto, "Walk Worthy!", the Mission, and the Trailmen Oath.
3. In addition, if use of Trail Life USA official logo is desired on a product, fundraisers must be approved by Trail Life USA's Home Office and may require a license agreement. Please email TLUSA License Application which can be found online to Branding@TrailLifeUSA.com and allow sufficient time for a resolution before products are needed, at least three weeks.

Include details of the fundraiser including:

- a. Complete Troop number XX-####
- b. Your contact information including name and phone.
- c. Duration
- d. Product description (inc. website reference or mockup of product, if applicable)
- e. Cost of product and sale price

4. Approved fundraisers may be done in an official Trail Life USA uniform.
5. Three Troop fundraisers per year maximum are allowed.
6. Fundraiser participation is voluntary by the youth and families and all families must be informed of planned fundraising activities.
7. No solicitation of donations is allowed.
8. Except where a raffle "prize" has been specifically donated, any fundraising project designed to raise money on behalf of, to benefit, or for the use of Trail Life USA, a Trail Life USA Troop or a member of Trail Life USA which involves games of chance, lotteries, bingo, or which could be construed as a gambling activity, is not permitted. The sale of raffle tickets is authorized, provided it is consistent with the practices and beliefs of the Charter Organization's faith, it must be conducted in compliance with all applicable local, state and/or federal laws.

Nothing herein shall be deemed a restriction on the fundraising activities of a Charter Organization to financially support its non-Trail Life ministries, provided it does not suggest authorization by Trail Life USA or TLUSA Troops. Nor shall the fact that a Charter Organization engages in such fundraising activities for non-Trail Life ministries that are in compliance with applicable local, state and federal laws and whose specific Christian doctrine allows such activities be deemed to be in violation of the Trail Life USA Statement of Faith and Values or in violation of Trail Life USA policies.

9. You may be contacted by outside organizations about fundraisers. Please keep in mind, official Trail Life USA national sanctioned fundraisers will be communicated to you from a Trail Life USA employee with an @TrailLifeUSA or @trooptrack.com email address.
10. Two-deep leadership must be maintained at all times during a fundraising activity and activities must comply with Trail Life USA Health and Safety guidelines.