

## Pass-Through Donation Process

A pass-through is a donation made to Girl Scouts of Northeast Texas that is “passed through” back to a troop or service unit in its entirety for their use.

A Service Unit is eligible for a direct pass-through if the following criteria are met:

- The SU’s Family Partnership goal has been met or exceeded for the membership year.
- The service unit does not have any outstanding money owed to GSNETX.
- The service unit has submitted an annual SU financial report for the previous membership year.
- The Pass-Through Donation Form is completed and submitted **prior to or with** the gift being received.

A Troop is eligible for a direct pass-through if the following criteria are met\*:

- The troop has participated in or committed to participate in this year’s GSNETX cookie program.
- The troop does not have any outstanding money owed to GSNETX.
- The troop has submitted an annual Troop Financial Report for the previous membership year.
- Pass-Through form is completed and submitted **prior to or with** the gift being received.

\*For troops with outstanding funds for cookies, the pass-through funds will be automatically applied to that debt. Any remaining balance of the pass through will be sent to the troop.

### Pass-Through Process:

1. **As-needed** Upon receiving a donation to your troop/Service Unit that you would like to pass through, complete a [Low Risk – Activity Approval Form](#) and submit it to the appropriate volunteer or staff member for approval. Low Risk- Activity Approval Forms are required for all money raising activities facilitated at Service Unit or Troop level. If not, no Activity Approval Form is needed. (Ex. Volunteer hours matching - Activity Approval Form not needed.)
2. Submit a copy of the Pass-Through Donation Form and the signed Low Risk - Activity Approval Form (if required) to [donations@gsnetx.org](mailto:donations@gsnetx.org) or the mailing address below for acceptance and acknowledgement.
  - a. If form includes secure information for ACH deposit, this form CAN NOT be emailed. Email is not secure and we cannot guarantee the privacy of your information. Please submit in person, mail, or by secure fax. (See below)
3. Ensure GSNETX receives the donation with or following the submission of the Pass-Through Donation Form. Donations made by check, should be made payable to *Girl Scouts of Northeast Texas* and indicate the troop or service unit number in the memo. Donors making their donations through GSNETX’s website ([www.gsnetx.org/give](http://www.gsnetx.org/give)) should select a Gift Designation of “Pass-Through” and list the Service Unit Number and/or Troop Number under the “Family Partnership” section. For any questions about other methods of donation, please contact [donations@gsnetx.org](mailto:donations@gsnetx.org).
4. Payments will be made when the donation is received at GSNETX. If form is approved, an ACH Deposit for the pass-through amount will be deposited to Troop/Service Unit Bank Account. Please allow 4-6 weeks for processing after the donation is received. If the form is declined, contact will be made to the volunteer who submitted the form.
  - a. NOTE: The use and purpose of the funds are at the discretion of the Troop or SU.
  - b. Benefits of ACH over check:
    - i. The ACH payments are processed electronically with deposits going directly into your bank account.
    - ii. Your ACH Contact Person will receive an e-mail with the details of the payment information.
    - iii. No waiting for mail or making trips to your bank for deposits.
    - iv. No more lost or stolen checks.

NOTE: Use this link once to register your account for ACH deposits: [www.gsnetx.org/troopfinance](http://www.gsnetx.org/troopfinance)

For additional Guidelines, please see Part 4 of Volunteer Policies & Procedures (Girl Scout Finances & Money Earning) ([www.gsnetx.org/volunteerpolicies](http://www.gsnetx.org/volunteerpolicies)). If the form is not turned in prior to money being received at GSNETX, then money will automatically be attributed to the Service Unit’s current Family Partnership campaign. After acceptance, GSNETX will send a gift acknowledgement letter to the donor for their records. Funds that are donated directly to a Girl Scout troop that are not submitted through the pass-through donation process are not eligible for acknowledgement for tax purposes. All funds over \$1000 will go to the Service Unit’s current Family Partnership Campaign. The donor agrees that acceptance and use of these Family Partnership gifts are left to the discretion of Girl Scouts of Northeast Texas, Inc. (GSNETX). All funds received by a GS Volunteer payable to GSNETX, must be turned over to GSNETX within 30 days.

# Pass-Through Donation Form

Form needs to be filled out and sent to GSNETX before the money is received at GSNETX or funds will not be passed through.

Volunteer Information:					
Name of person providing donation:					
Email of person providing donation:					
Service Unit #:	Troop #:	Troop Leader Name:			
Troop/SU Address:					
City:	State:	Zip:	Preferred Phone:		
Troop/SU Email:					
Donation Information:					
Donor Name:					
Amount: \$	Method of Donation Submission:				
Address:					
City:	State:	Zip:	Preferred Phone:		
Email:					
Type of Pass-Through:	<input type="checkbox"/> Individual Donation		<input type="checkbox"/> Small Business Donation		
	<input type="checkbox"/> Fundraiser		<input type="checkbox"/> Other:		
<i>The purpose of these funds is unrestricted. The use of these funds is at the discretion of the Troop or SU.</i>					
Service Units: (ONLY)					
Family Partnership Goal:			Current Family Partnership Raised:		
Troop\SU Bank Account Information for ACH Deposit: (No paper check will be issued)					
Use this link <u>once</u> to register your account for ACH deposits: <a href="http://www.gsnetx.org/troopfinance">www.gsnetx.org/troopfinance</a>					
<input type="checkbox"/> Bank Account Previously Registered			<input type="checkbox"/> Bank Account newly setup or updated		
For Council Use Only					
Date Form Received:	Activity Approval Form:	SU Financial Report:	Troop Cookie Participation:	Troop Financial Report:	ACH Submitted:

By signing below, you are acknowledging that you have read and agreed to the Pass-Through Donation Process on page #1. All additional financial information is in Volunteer Policies and Procedures.

By signing below you certify that the information provided is correct and that you are an authorized signer or designate of the account provided for the direct deposit transactions and are entitled to provide this authorization. I authorize the Girl Scouts of Northeast Texas to initiate credit entries to the account at the financial institution listed above and to send/receive confidential information necessary to effect ACH payments with the contact person listed above.

I further authorize adjusting entries (reversals) to correct errors, if any. This authorization is to remain in effect until Girl Scouts of Northeast Texas, Inc. has received written notification from above Troop/SU of its termination in such time and manner as to afford Girl Scouts of Northeast Texas, Inc. and the depository financial institution a reasonable opportunity to act on it.

Additional Information: \_\_\_\_\_

Troop/SU Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GSNETX Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to:

EMAIL: [donations@gsnetx.org](mailto:donations@gsnetx.org)

MAIL: Girl Scouts of Northeast Texas | C/O Fund Dev. | 6001 Summerside Drive, Dallas, TX 75252 | SECURE FAX: 844-816-9056