

## Business Process

<b>Process Title:</b>	New Troop Bank Account Setup		
<b>Process Reference #</b>		<b>Date Created</b>	10/15/24
<b>Revision #</b>		<b>Revision Date</b>	
<b>Process Owner</b>		<b>Effective Date</b>	
<b>Process Author</b>	Annie Scofield	<b>Frequency</b>	
<b>Purpose/Overview</b>	Streamline the creation of new bank accounts with Wells Fargo and the new troop startup funds incentive		
<b>Step</b>	<b>Task</b>	<b>Step Owner</b>	
<b>Step 1</b>	Recruiter sends email to <a href="mailto:banking@girlscoutscoc.org">banking@girlscoutscoc.org</a> that a new troop needs to set up their bank account.	Recruiter	
<b>Step 2</b>	<p>Validation of New Troop Requirements-</p> <ol style="list-style-type: none"> <li>1) At least two troop leaders registered with current memberships</li> <li>2) At least two troop leaders with Sterling Volunteer background checks completed</li> <li>3) At least two troop Leaders with LiveScan background checks completed</li> <li>4) At least two troop leaders with Mandated Reporter certifications</li> <li>5) At least two troop leaders with the 7 GSUSA Required Trainings (What Girl Scouts Do, Your First Meeting, Troop Safety, The Girl Scout Leadership Experience, The Girl Scout Cookie Programming, Managing Girl Scout Troop Finances, Family Engagement)</li> </ol>	Annie	
<b>Step 3</b>	<p>Send form email to Wells Fargo:</p> <p><i>Dear Gabriella and Relationship Team,</i></p> <p><i>Please open &lt;insert number&gt; commercial business checking accounts for &lt;GS Council Name&gt; for the purpose of troop accounts with the following details:</i></p> <ul style="list-style-type: none"> <li>• <i>Add &lt;insert any GS Council Authorized Representative&gt; as the account signer(s).</i></li> <li>• <i>Add the accounts to the Vantage platform for &lt;GS Council Name's Vantage ID&gt; and include the following TM products and services:</i> <ul style="list-style-type: none"> <li>○ <i>Administration</i></li> <li>○ <i>Basic Banking</i></li> <li>○ <i>Statements and Notices</i></li> <li>○ <i>ACH Services</i></li> </ul> </li> </ul>	Annie via Tammie's Email	

	<p style="text-align: center;">○ TIR</p> <p>Sincerely,</p> <p><b>&lt; Authorized Representative Name &gt;</b>  Authorized Representative  <b>&lt;GS Council Name &gt;</b></p>	
<b>Step 4</b>	<p>Open account with \$5 from council</p> <p>Or \$100 if troop already has 8 girls registered</p>	Wells Fargo
<b>Step 4.5 - Optional</b>	<p>If opening troop account with \$5, put on calendar a reminder to check for 60 days after troop # creation if troop has 8 girls</p>	Annie
<b>Step 5</b>	<p>Set up emailed statements to go to Leaders, SU Treasurer, and <a href="mailto:banking@girlscoutsgccc.org">banking@girlscoutsgccc.org</a></p>	Annie
<b>Step 6</b>	<p>Order debit cards for leader/s and/or troop treasurer</p>	Annie
<b>Step 7</b>	<p>Send email to Leaders, VSM, SU Treasurer, and <a href="mailto:info@girlscoutsgccc.org">info@girlscoutsgccc.org</a> letting them know bank account is set up:</p> <p>Dear Leaders of Troop [Troop Number],</p> <p>Thank you for helping us achieve our mission: to build girls of courage, confidence, and character who make the world a better place, as the leaders of Troop [Troop Number]. We appreciate your commitment and dedication to guiding our Girl Scouts.</p> <p>We are pleased to inform you that your troop account with Wells Fargo has been established. You will receive digital statements via email, and your troop debit cards will be mailed to you soon.</p> <p>If you have any questions about troop finances, please feel free to <a href="#">click here</a> for more information, or contact us at 800-822-2427 or email us at <a href="mailto:info@girlscoutsgccc.org">info@girlscoutsgccc.org</a>.</p> <p>Thank you for your leadership and support!  Sincerely,  Girl Scouts of California's Central Coast</p>	Annie

<b>Step 8</b>	CCT will attach case created from the above step to troop and close case.	CCT
<b>Step 9 - Optional</b>	If troop account was initially opened with \$5, 60 days after the creation of the troop number, check troop roster to see if 8 girls are registered. If yes, send ACH request to <a href="mailto:accounting@girlscoutsccl.org">accounting@girlscoutsccl.org</a> to process \$100 incentive.	Annie
	End of Process	