

Individually Registered Girl (IRG) Funds Guide

Girls participating in the fall and cookie product programs earn proceeds based on program criteria. Girls can utilize these funds for their Girl Scouting programs, events, and activities throughout the year.

Funds are not allocated directly to individual girls based on their sales due to the IRS Tax Exemption requirements stating that no individual can receive a personal benefit from a fundraiser held by an organization with a non-profit status (<https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501-c-3-organizations>).

All IRG proceeds will be pooled at council and tracked by the Product Program Department.

- A girl may apply for funds that will help her:
 - complete service projects
 - partially fund her approved Girl Scout Bronze, Silver or Gold awards
 - attend GSSWT summer camp (www.girlscouts-swtx.org/camp)
 - pay for her Girl Scout annual membership
 - purchase items from the GSSWT or GSUSA shop
 - and other Girl Scout events and activities.
- For any events outside of GSSWT, IRGs will be required to apply and be approved for funds by the Individually Registered Girl (IRG) funds committee, led by volunteers.
- All girls who participated in the either product program as an Individually Registered Girl and have deposited 100% of all product proceeds to GSSWT at the end of the program are eligible to apply for IRG funds.
- Each request by girls will be reviewed individually, so a girl who participated as IRGs can apply as many times as she wishes to use IRG funds.
- The IRG Fund may NOT be used for:
 - Adult registrations (programs, events, courses, membership, etc.)
 - Private lessons/events such as school or sport trips, etc.
 - Purchasing retail shop gift cards
 - Donations to other non-profits
 - Note: Cannot be transferred to another girl or council
 - Note: Cannot be exchanged for cash

Application Process

At the end of the program, IRGs will be notified via email that they qualify to apply for IRG funds.

- They will be emailed the application form; forms will also be available at www.girlscouts-swtx.org.
- The girl will complete the application with:
 - her name
 - assigned Product Program ID number (9###)
 - grade level
 - specific activity request
 - how it will help her in her Girl Scout Leadership Experience
- The application must also be submitted with a corresponding completed [girl membership form](#), [program event registration form](#), camp registration form, etc..
- Submit the completed application and any corresponding forms to the Product Program department by emailing customercare@girlscouts-swtx.org
- The Product Program department will then either approve the request if it is a GSSWT activity or shop purchase, or will forward the application to the IRG funds Committee, a subcommittee of the Product **Program Volunteer Team, with only the applicants' grade, specific activity request and how it will help in her Girl Scout Leadership Experience.**
- Based on the information submitted, the committee will evaluate the request and respond accordingly.
- All requests for funds should be made 3-4 weeks prior to an activity or no later than 3 months after a purchase.

Note on shop purchases

- Girls may apply to use the IRG fund to purchase merchandise in the shop that will help her in her leadership experience. This can include:
 - Badge and journey books
 - Badge activity sets
 - Uniform components, including badges and patches
 - Girl Scout T-shirts

Note on reimbursements

- Requests for reimbursements must include receipts documenting requested funds.
- Reimbursements will only be given to events that have already occurred and attendance is verified, if applicable.
- Effective on October 1, 2020, IRG fund requests for reimbursements directly to parents will not be accepted. IRGs will be required to apply in advance of the event, shop purchase, etc. for fund usage.

Availability of IRG funds

The IRG funds committee (a volunteer run subgroup of the Product Program Volunteer Team) will consider applications for use of funds until the IRG fund pool is depleted or until the funds for the membership year have expired (for example, individual girl proceeds from the 2019 Fall Product Program will expire on Fri., Sept. 25, 2020).

The Product Program department will email individually registered girls who qualify to apply for IRG Funds quarterly updates on the IRG Funds pool and how much time they have left to apply.

Funds leftover in the IRG funds pool will be used by GSSWT for council-sponsored activities and scholarships.