

THE ROLE OF THE TROOP TREASURER

The Treasurer must be a person capable of handling many details. He or she must be dedicated to the faithful stewardship of Troop finances, diligent about protecting its assets, and accountable.

1. Open and/or maintain checking and/or savings accounts in the Troop's name and number; arrange for all transactions to be signed by the Troop's Treasurer and Committee Chair (and/or Troop Ministry Liaison, if required by Charter Org). See more below under BANK ACCOUNTS.
2. Handle (receive/record/disburse) all Troop funds. Pay bills upon recommendation of the Committee Chair (who represents the 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. Keep current and accurate records.
6. Report a monthly financial update to the Troop Committee; report to the Charter organization, as often as requested, on the financial condition of the Troop. Understand that the Charter Organization has the responsibility for financial oversight of the Troop.
7. Understand and communicate Trail Life USA fundraising policies to the Troop Committee. 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 keep accurate records for Troop money-earning projects, including obtaining proper authorizations.
10. Recommend and maintain records for a "Summer Adventure savings plan" for Trailmen.
11. Provide realistic figures for the Troop's estimated annual Budget. This is done each summer, after the next program year's (fall-to-summer) calendar has been agreed upon.
12. Maintain a scholarship fund for the Troop, if needed, to offset registration fees or dues for financially-challenged families.

DONATIONS

Donations to Troops of non-profit Charter Organizations may accept donations through their Charter Organization. They should be processed through the Charter Organization "for the benefit of" the Troop. The Charter Organization is the non-profit entity, not the Troop. Troops should instruct donors to enter "FBO Trail Life Troop XX-#####" in the memo of the check made payable to the Charter Organization or enter a similar note when making an online donation through their Charter Organization.

CONTRACTS

Transactions requiring contracts should be completed by the Charter Organization. Troops have no legal status to enter into contracts, but are ministries of the Charter Organization. The business of Troop operations must be overseen, approved, and managed by the Charter Organization.

BANK ACCOUNTS

The Charter Organization must give approval of and oversight to a Troop bank account. Banks may want a Troop's Chartered Organization's Employee Identification Number (EIN), your signed Charter Organization Ministry Agreement, and possibly documents showing your Troop's or Charter Organization's officers. The Troop Treasurer should establish the account and the Committee Chair (or Troop Ministry Liaison if required by the Charter Organization) 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 Troop ministry to use their EIN; there is no requirement that a Troop use the Charter Organization's EIN. An EIN can be obtained by going to <http://www.irs.gov.com/> and clicking the "Apply for an Employer Identification Number (EIN) Online" page. There is no cost and can be completed in a matter of minutes. Troops may not use Trail Life USA's EIN.

FUNDRAISING POLICY

1. All Troop fundraisers must be approved by the Charter 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. A Trail Life Troop or member may support other organizations through service projects, but should not solicit money for other organizations while in their Trail Life USA capacity.
4. A Trail Life Troop may assist and support its Charter Organization in that Organization's fundraising.
5. If the 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 a TLUSA License Application which can be found online to Branding@TrailLifeUSA.com and allow sufficient time (at least three weeks) for a resolution before products are needed.

Include details of the fundraiser including:

- a. Complete Troop number XX-####
 - b. Your contact information including name and phone
 - c. Duration
 - d. Product description (Include website reference or mockup of product, if applicable)
 - e. Cost of product and sale price
6. Approved fundraisers may be done in an official Trail Life USA uniform.
 7. Fundraiser participation is voluntary by the youth and families and all families must be informed of planned fundraising activities.
 8. No solicitation of donations is allowed. Troops must provide goods or service of value.
 9. 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.
 10. 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.com email address.
 11. 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.
 12. From time to time, the TLUSA Home Office may engage in national program initiatives that allow Troops to raise funds for a specific cause. Only during this type of national initiative is solicitation acceptable.

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.