



## Girl Scout Product Program Pre-Qualification Checklist

The Fall Product Program pre-qualification deadline is **August 11, 2023**, and the 2024 Girl Scout Cookie Program Pre-qualification deadline is **December 8, 2023**. Here’s what you need to do to qualify—and where to find help if you need it!

Through Girl Scout product programs, girls learn and practice goal setting, decision making, money management, people skills and business ethics, and girls and troops earn funds to power their Girl Scout activities year round.

If your troop plans to participate, here are the **five requirements** you need to meet by the deadlines listed above:

Requirement		About this Requirement	Status
1 of 5	<b>Two registered, background-checked troop leaders for the 2024 Girl Scout membership year.</b>	All Girl Scout volunteers must register as a member of Girl Scouts of the USA for the current membership year, and complete a background check (depending on findings, some restrictions in volunteering may apply). Volunteers must also complete training required of their volunteer role (see below).	<input type="checkbox"/> Our troop did it!
2 of 5	<b>Troop leaders and troop product manager (TPM)</b>	All troop leaders and troop cookie/product managers (TPM) must complete <u>required position training</u> to be considered a troop in good standing. This includes:	<input type="checkbox"/> Our troop did it!

	<p><b>have completed required training.</b></p>	<p><b>GSOSW Foundations (60 mins)</b>  <u>Why this training is important:</u> This introductory course covers all the vital information specific to volunteering with Girl Scouts of Oregon and Southwest Washington. Topics include our council’s structure, procedures, and the core principles of the Girl Scout program that every Girl Scout volunteer should know.</p> <p><b>GSOSW Troop Finance (20 mins):</b>  <u>Why this training is important:</u> Because all troops earn and spend money, it’s important for troop leaders to have a thorough understanding of troop bank accounts, and current money-earning processes and requirements. Troop Finance covers all of the guidelines troop leaders need to know while working with troop funds.</p> <p><b>GSOSW Mandatory Reporter Training for Volunteers (35 mins):</b>  <u>Why this training is important:</u> In Girl Scouts, the safety and wellbeing of girls is always the top priority. All GSOSW staff and volunteers are mandatory reporters in Oregon and Washington, and are therefore required to stay informed and up-to-date on the responsibilities of a mandatory reporter.</p>	
<p><b>3 of 5</b></p>	<p><b>Troop has at least three registered girl members from at least two different families for the 2024 Girl Scout membership year.</b></p>	<p>All girls and adults participating in the Girl Scout Movement will be registered as members of Girl Scouts of the USA (GSUSA) and pay annual membership dues, except those adults who are registered lifetime members. All members agree to abide by the policies and principles</p>	<p><input type="checkbox"/> Our troop did it!</p>

		<p>of GSUSA and Girl Scouts of Oregon and Southwest Washington.</p> <p>Groups must meet the membership requirement of at least three girls from more than two families to qualify for participation in product programs.</p>	
<b>4 of 5</b>	<b>Troop must have a bank account with two verified signers on file.</b>	<p>All groups will be required to establish a Girl Scout bank account prior to engaging in any money earning activity or when funds on hand exceed \$100.</p> <p>Group bank accounts must meet a variety of criteria (see <i>Council Volunteer Policies and Procedures</i> for details), including a minimum of two signers on all accounts. All signers must be unrelated by blood, marriage or household, be a currently registered member of GSUSA and have successfully completed a criminal background check.</p> <p>Troops interested in opening bank accounts should contact the service unit treasurer to request the required account authorization paperwork and obtain approval for opening an account with assigned troop number.</p>	<input type="checkbox"/> Our troop did it!
<b>5 of 5</b>	<b>Troop's previous year's <u>Troop Financial Report (form #108)</u> must be submitted with no outstanding monies owed to Girl Scouts.</b>	<p>A completed <i>Troop Financial Report (form #108)</i>, along with a copy of the group's most current bank statement, must be submitted to the service unit treasurer for review no later than June 30 of the current program year. The date of the report should coincide with the most recent bank statement date. The service unit treasurer will submit all forms to the treasurer staff liaison by July 30 of the current program year. If there is no service unit</p>	<input type="checkbox"/> Our troop did it!

		treasurer, the form is to be submitted directly to the treasurer staff liaison at <a href="mailto:answers@girlscoutsosw.org">answers@girlscoutsosw.org</a> .	
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NOTE: All requirements listed above are referenced from the most current edition of *Council Volunteer Policies and Procedures*.

**I need help!**

Have a question or need support on one of these criteria? Don't wait—reach out to us today! We're here to help you and your troop find success and make the most of your Girl Scout experience. Our customer care team is available to answer your questions at [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org) and at 800-338-5248, Monday-Friday 8 a.m. - 6 p.m. and Saturdays 10 a.m. - 2 p.m.

**Why is all of this required for product program participation?**

These requirements are not unique to the product program; they are minimum criteria needed in order to be considered a troop in good standing. Meeting this criteria influences a troop's ability to participate in all Girl Scout activities available to their grade level, from meeting as a troop to experiencing travel, camp, product programs and more. These criteria are designed to set troops up for success—particularly the volunteers supporting the troop.

**Additional requirements to participate in Girl Scout Product Programs**

Once a troop has pre-qualified for product program participation, they will still need to complete the following program specific training. The training below needs to be completed prior to participation in the product program, but *does not* need to be completed by the pre-qualification deadline.

- **GSOSW Direct to Troops 101:** Delivered by Girl Scout staff and available on gsLearn by mid-August for the fall program and mid-December for the cookie program.
- **SUPM Training 201 and 202:** Delivered in-person or virtually by service unit product managers (SUPMs) to troops; contact your SUPM for dates.

**I support a Girl Scout Juliette—do I need to meet pre-qualification criteria?**

Juliette mentors do not need to meet pre-qualification criteria. Mentors *do* need to reach out to their service unit product manager to find out when required product training is scheduled for the service unit. For more information or support, please contact [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org).