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**Individually Registered Girl (IRG) Fund Guide**

Girls that participate in the Fall and Cookie Product Programs will earn the corresponding rewards for their participation. Additionally, 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 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-501c3-organizations>

All IRG proceeds will be pooled at Council and tracked by the Product Programs Department.

* A girl may apply for the funds that will help her:
  + Complete service projects.
  + Partially fund her approved Girl Scout Bronze, Silver or Gold awards.
  + attend GSNCA summer camp.
  + pay for her Girl Scout annual membership.
  + purchase items from the GSNCA shop.
  + and other GSNCA events and activities.
* For any events outside of GSNCA, IRG's will be required to apply and be approved for funds by the Council prior to the event.
* All girls who participated in either of the product programs as an Individually Registered Girl and have deposited 100% of all product proceeds to GSNCA 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 participates as an IRG 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 certificates.
  + Donations to other nonprofits.
  + Events with outside community partners.
  + 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 e-mail that they qualify to apply for the IRG funds

* They will be emailed the application form.
* The girl will complete the application with:
  + Her name and grade level
  + Specific activity or travel request
  + How the funding and event will help the girl to have a positive Girl Scout leadership experience.
  + How the Girl Scout will share her experience with other Girl Scouts
* 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 programs department by emailing [ahines@girlscoutsnca.org](mailto:ahines@girlscoutsnca.org).
* The product programs department will then either approve the request if it is the GSNCA activity or shop purchase or will forward the application to the appropriate personnel with only the applicant’s grade, specific activity request, and how it will help in her Girl Scout leadership experience.
* Based on the information submitted the request will be evaluated and will be responded to in a timely manner.
* All requests for funds should be made at least four weeks prior to the activity.

***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:***

* Request for reimbursements for expenditures outside of GSNCA must have prior approval and must include receipts documenting requested funds. For example, materials for approved Bronze, Silver, or Gold Awards.
* Reimbursements will only be given for events that have been approved and have already occurred and it's verified if applicable.
* IRG fund requests for reimbursement 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 Council will consider applications for use of funds until the IRG fund pool is depleted or until the funds for the member year have expired (for example, individual girl proceeds from the 2023 Fall Product Program will expire on Friday September 30, 2024).

The product program department will periodically e-mail individually registered girls who qualify to apply for IRG funds updates on the IRG Fund and how much time they have left to apply.

Funds leftover in the IRG Fund pool at the end of each membership year will be used to fund GSNCA scholarships.