

Completed transfer request forms should be sent to answers@girlscoutsosw.org or to Girl Scouts OSW, 9620 SW Barbur Blvd., Portland, OR 97219. **Please allow four weeks for transfer of funds.**

This form facilitates the transfer of Program Credits to troop/group accounts. Program Credits are individual recognitions earned by girls for participation in GSOSW sponsored Product Programs. Program Credits include Cookie Program Credits, Adventure Pass', Nut Credits, and Pathway Cards. For details of how credits can be used and redeemed visit the Program Credits page of girlscoutsosw.org. Please read below for important parameters surrounding the transfer of funds from an individual to a group account.

- All Program Credit allocations will be paid out via direct deposit. If your troop/group/SU/camp does not have direct deposit set up already, please complete an *Automated Deposit Authorization* (form #152) to send along with this form.
- Check available balances on cards prior to submission by visiting <https://ecardsystems.com/card-balance/>.
- Do not collect physical cards from girls. Only numbers are needed for submission.
- If cards do not have the requested amount available, the remaining balance available on the card will be redeemed instead and you'll be notified once the transfer is complete of any discrepancies.
- The cost of the event per girl must be included in order to process your transfer request.
- Submissions on behalf of troop travel must contain a copy of trip approval from your service unit travel coordinator or the extended travel team.
- For troop/group travel, Program Credits may be used for the actual cost of the troop only. They may not be used for spending money on the trip.
- Program Credits cannot be transferred for a trip/travel that has not already received approval from your service unit travel coordinator or from the extended travel team.
- Adults and siblings who are not Girl Scout members cannot use Program Credits.
- Credit sharing between registered girl members may be permitted. Submission must be accompanied by a handwritten notice from the card owner noting their intent to share credits, with whom, for what purpose and in what amount.
- Submissions may take several weeks to process. Communicate with card owners to be sure they do not overspend on other activities while waiting for processing to complete.
- Once Program Credits are transferred into troop/group accounts they become the property of the troop/group and cannot be refunded back to girl cards.
- Please also note that it is the groups responsibility to monitor and track an individual's contributions. GSOSW is unable to monitor how much an individual has contributed over time or towards a specific purpose.
- Troops and service units are responsible for accounting for all transfers into their accounts on annual Financial Reports.
- Any electronic submissions of this form will be confirmed via email within 48 business hours. If you do not receive confirmation email answers@girlscoutsosw.org for help.

By submitting this form, you accept understanding on compliance of all terms listed here.

Please see page two for submission information.



Program Credit Transfer Request

form #238 • 05/21 • page 2 of 2

Date of submission _____ Service Unit # _____ Troop # (if applicable) _____

Submitting on behalf of: Troop/Patrol Service Unit Day Camp Club
 Other _____

Submitted by _____ Contact phone _____

Contact email _____

Credits used for (activity/event name): _____

Last four (4) digits of bank account for deposit _____

All fields below are required for submission.

#	Girl's full name	Program Credit card numbers (17 digits - Do not include PIN #)	Amount to charge	Cost of event (per girl)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
Total Requested				

By submitting this form, you accept understanding on compliance of all terms listed on page one.