

## **Policy for Applying Fundraising Receipts to Individual Scout Accounts**

It shall be the policy of the Boy Scouts of America, Troop 442, Friendswood, Texas to establish and manage an Individual Scout Account (ISA) for each Scout registered with Troop 442. This ISA will be used to credit money received by the Troop through fundraising efforts directly attributable to each Scout. The following is the rationale, definitions, and policy decisions of the Troop 442 Committee regarding the application of fundraising receipts to ISAs.

### **Rationale for policy**

- Encourage greater participation in fundraising activities;
- Encourage profitable fundraising activities;
- Apply financial credit rewards to those Scouts who participate in fundraising activities;
- Provide opportunities to reduce the financial burden on families for high adventure/camping activities and scouting expenses;
- Encourage short and long term goal setting by scouts; and
- Provide an alternative to Troop scholarships.

### **Definitions**

- *Fundraising Activities* – All Troop 442 sponsored activities intended to raise money for use by or for the Troop or Scout for scouting purposes.
- *Fundraiser Chairperson* - Person, designated by the Committee Chair, responsible for oversight of all fundraising activities, for developing and maintaining a fundraising schedule, for enlisting Fundraising Event Chairpersons, and for reporting results and proceeds to the ISA Coordinator and Troop Treasurer.
- *Fundraising Event Chairperson* – Person, designated by the Committee Chair or Fundraising Chairperson, responsible for all funds received from the fundraising activity, responsible for recording individual scout efforts, and reporting results and proceeds to the Fundraiser Chair.
- *High Adventure/Camp (HA/C) Activity* – Any camp or high adventure program sponsored or authorized by the Troop 442 Troop Committee.
- *Individual Scout Accounts (ISA)*– Methods of isolating funds credited to an individual Scout or to track payments for events for individual scouts.
- *Scouting Expense* – Expenses including annual recharter fees, merit badge fees, Eagle Project expenses, personal camping equipment, and uniforms.
- *ISA Coordinator* – Responsible for maintaining ISAs, and reporting balances as required.
- *Troop 442* – Boy Scouts of America, Troop 442, Friendswood, Texas.
- *Troop 442 Bank Account* – Any checking or saving account owned by Troop 442.
- *Troop Scholarship Fund* – Money reserved in the Troop General Fund to pay for High Adventure/Camp activities for Scouts who, for financial reasons, would not be able to participate.

**Forms**

- Fundraising Activity Approval Form
- ISA Transfer Funds Request Form

**Attachments**

- I- Examples of Fundraising Activity Payouts

**Policy Issues**

## 1.0 General Issues

- 1.1 The Troop Committee shall establish, at the time a fundraising activity is approved, if the fundraising activity will be subject to this Scout Account policy, as well as the method for determining earned credit.
- 1.2 Fundraising activities may be at the Troop, Patrol or individual Scout level.
- 1.3 The Troop Committee shall establish the percentage of funds earned through each fundraising activity to be applied to an ISA. The balance of funds raised will be credited to the Troop General Fund. See referenced "Fundraising Activity Approval Form".
  - 1.3.1 The following methods are examples of how to determine the value from which a percentage of funds raised may be credited to an ISA: sales of tickets; sales of merchandise; credit for time worked at a fundraising activity. Reference Attachment I for examples. The examples may not follow actual activity payouts as they are set at the time of the fundraising activity.
- 1.4 Individual funds raised by a Scout outside of Troop activities may be applied to the Scout's ISA. Example: An individual hires two Scouts for yard clean up and makes a \$50 contribution to Troop 442. Each Scout's ISA would be credited \$25.
- 1.5 The Troop Committee Chair shall designate a Troop Fundraiser Chairperson and an ISA Coordinator.
- 1.6 The Troop Committee may, at its discretion, discontinue this policy. On the dissolution of this policy, all remaining ISA funds shall be retained in the ISA for use by the Scout until he terminates membership in the Troop.

## 2.0 Ownership and Transfer of Funds

- 2.1 All money raised through Troop sponsored fundraisers is property of Troop 442.
- 2.2 The Troop Committee will be responsible for the distribution and disbursement of all monies held in Troop accounts.
- 2.3 Money credited to ISAs will be held in the Troop bank account(s).
- 2.4 Money held in an ISA may be transferred to the ISA of any immediate family member who is a registered Scout or adult leader with Troop 442, or transferred to the Troop General Fund with the written permission of the scout or his parent/guardian.
- 2.5 All funds held in an ISA shall be transferred to the Troop General Fund when the scout, for any reason, terminates membership in Troop 442 by failing to recharter.
- 2.6 Forfeited funds may be used by the Troop as directed by the Troop Committee.
- 2.7 Money held in an ISA may be utilized by the Troop Committee to pay a HA/C deposit with approval of the Scout. If a refund for payments made to a HA/C event is approved, any money originally paid from the ISA shall be returned to the ISA.

- 2.8 The Troop Committee may decide, at its discretion, to transfer funds from the Troop's General Fund to ISAs to support Troop authorized activities.

### 3.0 Availability of Funds

- 3.1 All fundraising money earned by a Scout shall be credited to the Scout's ISA at the earliest opportunity to do so.
  - 3.1.1 The Fundraiser Chairperson shall communicate fundraising proceeds to the ISA Coordinator and Troop Treasurer.
  - 3.1.2 The ISA Coordinator shall credit ISAs as applicable.
  - 3.1.3 The Troop Treasurer will reserve ISA funds from General Fund availability.
- 3.2 Scouts will be notified of their ISA status at regular Troop events on a periodic basis.
- 3.3 Scouts must complete a "ISA Transfer Fund Request Form" to authorize transfer of funds for HA/C activities or reimbursement of scouting expenses.
  - 3.3.1 A Scout may choose to partially fund a HA/C activity or reimburse scouting expenses. The balance owed would be paid from the Scout's personal funds.
  - 3.3.2 A minimum request of \$25 is required for reimbursement of scouting expenses. A copy of receipts must be attached to the ISA Transfer Form.
- 3.4 The ISA Coordinator shall review each request and make a preliminary determination of whether to accept the request.
  - 3.4.1 Funds from an ISA shall only be applied to that Scout's request provided funds are available. The ISA Coordinator shall record an ISA debit.
  - 3.4.2 ISA Coordinator shall notify the HA/C Outdoor Coordinator of Scout payment.
  - 3.4.3 The ISA Coordinator and Outdoor Coordinator shall communicate approved requests to the Troop Treasurer for transfer of ISA money to the General Fund.
- 3.5 The Troop Committee shall review any denied Scout ISA transfer requests.
- 3.6 Requests for assistance that would result in a negative balance in an ISA will usually be denied. The Troop Committee will consider special cases.

### 4.0 Accounting and Reporting

- 4.1 The ISA Coordinator shall establish and maintain accounting procedures that properly credit and account for funds raised in accordance with this policy.
- 4.2 The Troop Committee will receive a report from the ISA Coordinator not less frequently than twice each year describing the distribution and disbursement of funds under this policy. This report shall describe, in detail, funds applied to ISAs, the sources of those funds, and activities/expenditures to which debit was applied for each Scout.
- 4.3 Each Scout and his parent/guardian shall receive one written report each year on a schedule to be determined by the Troop Committee. This report will show funds credited to the ISA for each fundraising activity sponsored by the Troop and debits from the ISA for payment toward HA/C activities and scouting expenses.

### 5.0 Dispute Resolution

- 5.1 A panel of the Troop Committee Chair, the Scoutmaster, the Fundraiser Chair and the Troop Treasurer shall resolve disputes over actions governed by this policy.

## ATTACHMENT I - Examples of Fundraising Activity Payouts

### One Day Sale Payouts

**Ex. 4<sup>th</sup> of July Sales:**

- Committee approved 50% payout to Troop
- Hourly/Shift participation payout to Scout
- Approved Payout Formula:  $\frac{(\text{total } \$\$ \text{ collected} - 50\% \text{ to Troop}) \times \# \text{ hours scout worked}}{\text{total troop scout hours worked}}$

\$1000 Total collected  
 \$ 500 to Troop  
 50 total scout hours  
 \$10/hour worked is credited to Scout's ISA

### Individual Sale Payouts

**Ex: Flag Posting:**

- Committee approved 50% payout to Troop; 50% to ISA
- Payout to Scout based on number of subscriptions sold
- Approved Payout Formula:  $(\$ \text{ Subscription Fee} - 50\% \text{ to Troop}) = \text{Balance due to Scout upon fulfillment of subscription issued per the example below:}$

\$30 subscription for 5 holidays (Memorial Day, Flag Day, July 4<sup>th</sup>, Labor Day, Veterans Day)

**Year 1**- (Incorporating start-up costs)

\$6.75 goes to the Troop (50%)  
 \$6.75 available to Scout as follows:  
 \$1.75 to ISA for subscription sign-up;  
 \$.50 added for each posting (\$2.50 possible)

**Year 2**

\$15 goes to the Troop (50%)  
 \$15 available to Scout as follows:  
 \$5 to ISA for subscription sign-up;  
 \$2 added for each posting (\$10 possible)

**Ex: Individual Popcorn Sales**

- Committee approved commission payout - 0% to Troop, 100% to ISAs.
- Payout to Scout based total dollars sold.
- Approved Payout Formula: Total \$ Sales collected – Council portion

Example: Scout sells \$200 in popcorn. (Note: Commission profits ~ 31% of total sales)  
 \$138 paid to Council  
 \$ 62 to Scout's ISA