



Cookie Bucks Reimbursement Request For Gold Award Take Action Projects

To receive monetary reimbursement of Cookie Bucks for pre-approved Gold Award Take-Action project expenses, please submit:

1. This reimbursement request form (completed in its entirety)
2. Expense receipts
3. Cookie Bucks (covering submitted expense amount)

If this request is approved, the Girl Scout will receive monetary reimbursement for her Gold Award expenses in exchange for Cookie Bucks. Payment will be issued via check; please allow up to three (3) weeks for processing.

Troop #: _____ SU: _____ Program Level (circle one): Senior Ambassador Adult

Girl name: _____

Contact phone number: _____ Email: _____

Who should the reimbursement check be issued to? (Print name.)

Where should the check be mailed? (Please provide full mailing address.)

Please respond to all items below to be eligible for reimbursement.

1. Please provide the list of estimated project expenses from your Gold Award Project Proposal (Question F, Page 4 of the Proposal Form). If you did not list any expenses, please describe how the expenses you incurred supported your project.
2. Total expense reimbursement requested: \$_____ (You must attach receipts.)
3. Amount of Cookie Bucks submitted: \$_____ (Amount must be equal to or greater than the total expense amount requested above).**

On my honor, I have completed this form with true and correct information. I understand this form will be used to assess reimbursement qualification; reimbursement is not guaranteed.

Girl signature: _____ Date: _____

**NOTE: Girl Scouts San Diego will issue a check for the amount approved. No "change" will be issued if the amount is less than the Cookie Bucks received. For example, if a girl has \$100 Cookie Bucks but only spent \$90 on Gold Award project materials, she will receive a \$90 check (she will not receive \$10 "change").

Please keep a copy of this form for your records.

<p>For Office Use:</p> <p><input type="checkbox"/> Approved by Troop Specialist Initials: _____</p> <p><input type="checkbox"/> Check issued by Accounting Date: _____</p>

Cookie Bucks Reimbursement Request Guidelines

For Gold Award Take Action Projects

Please print legibly or type.

Mail or deliver all materials to the Balboa Campus, 1231 Upas St., San Diego, 92103, Attention: Gold Award.

Cookie Bucks and Reimbursement Form are to be submitted to the Troop Specialist for approval. Approval for all expenses is not guaranteed.

Submitted Cookie Bucks cannot be expired.

The girl submitting this form and Cookie Bucks must be a current member of Girl Scouts.

To submit Cookie Bucks for reimbursement of Gold Award project costs, Girl Scouts must not have any unresolved matters with the Council.

This form and all receipts must be dated AFTER the date of Gold Award project approval.

This form, all receipts and Cookie Bucks must be submitted within 60 days of final project approval (e.g., if your final project is approved by the committee on Jan. 13, your reimbursement request and all supporting documentation must be submitted to the Troop Specialist by March 13).

Reimbursement will be made for project supplies only. Incidentals such as meals and gas will not be reimbursed.

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