

Bank Accounts



Description

Follow the process below to open a bank account, change signers, or close bank accounts. Work with your local membership staff person to ensure proper steps are followed.



Process

- ☐ Reference Volunteer Essentials on www.nmgirlscouts.org, specifically the Troop Finance section.
- ☐ Determine which volunteers will be signers on the account (minimum of two non-related volunteers required). One volunteer will receive the statement; the other will receive the debit card.
- ☐ Ensure each volunteer is registered, background checked, and has completed 557 - Volunteer Essentials for New Volunteers.
- ☐ Complete the Bank Form found on the GSNMT website (see above) in Volunteers then in the Volunteer Resources section in Forms and Documents.
- ☐ Once your letter has been drafted and signed by the CEO, your local membership staff person will email you the letter and supporting documentation.
- ☐ After your bank account is established, email customer care@nmgirlscouts.org the bank's proof of account with your bank name, account and routing numbers.
- ☐ To close an account, simply complete the Bank Form.

Please reach out to your local membership staff person with any questions.

Processes are subject to change. Always refer to Volunteer Essentials, Safety Activity Checkpoints, and your local membership staff person for the most current information.