



Dear Banking Institution:

Girl Scout volunteers are presenting this letter to you so they may set up a bank account with your institution. In Girl Scouting, we refer to troops, service units, or other local areas as subordinate units. The bank accounts set up by these groups are then referred to as subordinate unit bank accounts. These accounts are set up under the tax identification number of our Girl Scout council, but they are used by the subordinate unit, not the council, to conduct their own Girl Scout business.

Attached is the Girl Scouts Spirit of Nebraska Board Resolution which are approved guidelines for Subordinate Unit Bank Accounts. Below are instructions on how to set up a bank account for a subordinate unit.

When setting up a subordinate unit bank account, please use the tax identification number of Girl Scouts Spirit of Nebraska. That number is 47-0432299.

The accounts should be titled so "Girl Scouts Spirit of Nebraska" is on the first line. The specific name of the subordinate unit (troop, service unit, local area, etc.) should be listed on the second line.

The mailing address and telephone number on the account should also be for the subordinate unit. That way, bank statements go to the appropriate Girl Scout volunteers and not directly to the council office.

Spirit of Nebraska requires at least two registered adult volunteers and the Troop Support Specialist (Spirit of Nebraska staff) serving that area to be authorized signers on the account. Spirit of Nebraska requires only one signature on checks and money withdrawals. Subordinate units are allowed to have a debit card connected to the account if they wish. Subordinate units may not use credit cards or acquire debt.

Please have the signature card signed by the volunteers. Then mail the signature card to the staff person in our office (the Troop Support Specialist) to obtain her signature or ask the Troop Support Specialist to come into your bank to sign it. We do not want documents containing the Troop Support Specialist's personal information leaving your bank with the co-leaders/volunteers. If at all possible, please do not pre-print the SSN or date of birth of our Troop Support Specialist on your signature card or other new account documents. If your system allows "on file" or something similar, that would be ideal.

If your institution requires copies of any documents (a W-9 for Spirit of Nebraska, our tax exempt letter from the IRS, or a listing of statewide Troop Support Specialists), please contact Troop Finance at 800.695.6690 or via email at TroopFinance@girlscoutsnebraska.org.

Yours in Girl Scouting,

A handwritten signature in black ink, appearing to read "Jodi M. Prewitt". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jodi M. Prewitt
Chief Financial and Administrative Officer

Girl Scouts Spirit of Nebraska Board Resolution

Be it resolved that:

Item XXXIX: Subordinated Unit Bank Accounts:

I, Jennifer Klein, do hereby certify that I am Secretary of the Girl Scouts Spirit of Nebraska Board of Directors, a corporation organized under the laws of the State of Nebraska; that the following is a true, complete and correct copy of resolutions adopted at a meeting of the Board of Directors of said corporation duly and properly called and held on the 19th day of January 2013 that a quorum was present at said meeting; and that said resolutions are now in full force and effect; or that such resolutions were duly adopted in writing effective as of that date.

Service Centers

Ogallala

302 West D Street
Ogallala, NE 69153

Kearney

2412 Hwy 30 East
Suite 1
Kearney, NE 68847

Grand Island

820 North Webb Road
Suite 104
Grand Island, NE 68803

Columbus

1570 33rd Avenue
Columbus, NE 68601

Lincoln

8230 Beechwood Drive
Lincoln, NE 68510

Omaha

2121 South 44th Street
Omaha, NE 68105

RESOLVED, That the Board of Directors of Girl Scouts Spirit of Nebraska authorizes volunteers who have been appointed as leaders of troops, service units, or other subordinate units to open and maintain bank accounts on behalf of the specific subordinate unit to which they have been appointed as leaders in accordance with the policies in place. The designated signers are not authorized to conduct any other business on behalf of council or to access any accounts the Council may maintain except for those specific to their subordinate unit.

FURTHER RESOLVED, that bank accounts of troops, service units and other subordinate units that are authorized by Girl Scouts Spirit of Nebraska are the property of Girl Scouts Spirit of Nebraska and are required to be identified with the name and Employer Identification Number of Girl Scouts Spirit of Nebraska along with the name of the appropriate subordinate unit.

FURTHER RESOLVED, if Girl Scouts Spirit of Nebraska determine that the subordinate unit account has not been maintained in accordance with the policies in place, or if it has been abandoned, or if the authorized signers on the account are no longer the leaders of the subordinate unit, then the Chief Executive Officer or the Chief Financial Officer may request transactional information or copies of statements and/or direct the pertinent bank or credit union to either (a) close the account and return the funds to Girl Scouts Spirit of Nebraska or (b) change the signers on that account.

RESOLVED FURTHER, The designated volunteers may not borrow money or obtain credit or financial accommodations from the bank for and on behalf of and in the name of this corporation or subordinate unit.

I further certify that the Board of Directors of said corporation has, and at the time of adoption of said resolutions had, full power and lawful authority to adopt the forgoing resolutions and to confer the powers therein granted to the persons named, and that such persons have full power and authority to exercise the same.

In Witness Whereof, I have hereunto subscribed my name

This 19th day of January, 2013

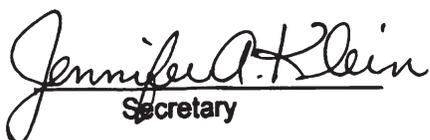
Member Support

Phone 402.558.8189
Toll Free 800.695.6690
Fax 402.558.8060

GirlScoutsNebraska.org



Attest By One Other Officer



Secretary