



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 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 *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 set up with Girl Scouts Spirit of Nebraska on the first line and Troop Number on the second line:

Girl Scouts Spirit of Nebraska
Troop/Group #
[Co-Leader's Address]
Council Tax ID # 47-0432299

- The mailing address and phone number on the account should also be for the subordinate unit (Troop Co-Leader). That way the 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 may 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 their 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 possible, please do not pre-print the Social Security number 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 troopfinance@girlscoutsnebraska.org or 800.695.6690.

Yours in Girl Scouting,

A handwritten signature in black ink, appearing to read "Hilary Coufal".

Hilary Coufal,
Girl Scouts Spirit of Nebraska Chief Financial Officer

Courage.

Confidence.

Character.

Member Support

Phone: 402.558.8189

Fax: 402.558.8060

Email: MemberSupport@girlscoutsnebraska.org



GIRL SCOUT
DreamLab

Omaha

8601 West Dodge Rd., Ste. 102
Omaha, NE 68114

Lincoln

8230 Beechwood Dr.
Lincoln, NE 68510

Columbus

1570 33rd Ave.
Columbus, NE 68601

Grand Island

2400 E. Wildwood Dr.
Grand Island, NE 68801

GirlScoutsNebraska.org

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[in /girlscoutsnebraska](https://www.linkedin.com/company/girlscoutsnebraska)

**Girl Scouts Spirit of Nebraska
Board Resolution**

Be it resolved that:

Item XXXV: Troop Accounts:

Purpose: Girl Scout troops use the Girl Scout Spirit of Nebraska name and Tax ID number to open troop bank accounts, banks are requesting board resolutions for each account. Volunteers can give this resolution to the bank when opening troop bank accounts.

I, Laura Fender, 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 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 15th day of July, 2024; 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.

Resolved, that the Board of Directors of Girl Scouts Spirit of Nebraska authorizes designated volunteers to open and maintain deposit accounts on behalf of the specific subordinate unit (troop/group/geographic area/Pathway) following the policy in place. The designated signers are not authorized to conduct any other business on behalf of the Council or to access any account the Council may maintain at the bank except for those specific to their subordinate unit.

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.

Resolved finally, that Hilary Coufal, CFO, can sign on behalf of Girl Scouts Spirit of Nebraska in verifying Tax ID number, Not Subject to Backup Withholding, and has full powers to sign on the Authorized Signers form completed and signed by the volunteers and any other forms required.

By signing, I, Laura Fender, certify under penalties of perjury that the statements made in this section are true.

- TIN: 47-0432299 The Taxpayer Identification number (TIN) shown is my correct taxpayer identification number.
- Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

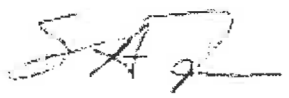
I further certify that the Board of Directors of said corporation has, and at the time of adoption of said resolutions had, full power and lawful authority to adopt the forgoing resolutions and to confer the power therein granted to the persons named, and that such persons have full power and authority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

In Witness Whereof, I have hereunto subscribed my name

July 15, 2024



President, Kate



Secretary, Laura Fender



Hilary Coufal, CFO