

A pass-through is a donation made to Girl Scouts of Greater Mississippi that is "passed through" back to a troop or service unit in its entirety for their use.

A Service Unit is eligible for a direct pass-through if the following criteria are met:

- The service unit does not have any outstanding invoices due to GSGMS.
- The service unit has submitted an annual SU financial report for the previous membership year.
- The Pass-Through Donation Form is completed and submitted prior to or with the gift

A troop is eligible for a direct pass-through if the following criteria are met*:

- The troop has participated in or committed to participate in this year's GSGMS fall product and cookie program.
- The troop does not have any outstanding invoices due to GSGMS.
- The troop has submitted an annual Troop Financial Report for the previous membership year.
- Pass-Through form is completed and submitted prior to or with the gift being received.

*For troops with outstanding funds for cookies, the pass-through funds will be automatically applied to that debt. Any remaining balance of the pass through will be sent to the troop.

Pass-Through Process:

1. Money Earning Activity Forms are required for all money raising activities facilitated at Service Unit or Troop level.
2. Upon receiving a signed copy, submit including donations as well as the Pass Through Donation Form to Donations@GSGMS.org or the mailing address on the back of this page for acceptance and acknowledgment.
3. Ensure GSGMS receives the donation with or following the submission of the Pass-Through Donation Form. Donations made by check, should be made payable to Girl Scouts of Greater Mississippi and indicate the troop or service unit number in the memo. Donors making their donations through GSGMS's website should select a Gift Designation of OTHER. Designation: Pass- Through and list the troop or service unit number under the Troop Recognition. For any questions about other methods of donation, please contact Donations@GSGMS.org.
4. After submission, the form will be processed and the volunteer submitting the form will receive a confirmation via email. If approved, a check for the pass-through amount will be mailed to the SU Treasurer/ Troop Leaders address as listed in MyGS. Payments will be made when the donation is received at GSGMS. Please allow 4-6 weeks for processing after the donation is received.

Additional Guidelines: All money collected, earned or deposited in the name of Girl Scouts is used to meet the purpose of Girl Scouting in Girl Scouts of Greater Mississippi. Such money becomes the property of Girl Scouting and is not the property of individuals. Girl Scout Troop funds are not to be credited or given to individuals. Girl Scout Troop funds are not to be commingled with an individual's personal/business accounts. All Pass-Through forms need to be completed or submitted prior to or with the gift being received. If the form is not turned in, then money will automatically be attributed to the Council. After acceptance, GSGMS will send a gift acknowledgement letter to the donor for their records. Funds that are donated directly to a Girl Scout troop that are not submitted through the pass-through donation process are not eligible for acknowledgement for tax purposes. Up to \$1000 total dollars per year may be passed through to a troop or service unit if the appropriate criteria and processes are met. Any remaining funds will go to the Council. The donor agrees that acceptance and use of these gifts are left to the discretion of Girl Scouts of Greater Mississippi, Inc. (GSGMS). All funds received by a GS Volunteer payable to GSGMS, must be turned over to GSGMS within 30 days. Please see GSGMS's Volunteer Policies and Procedures for additional information.

Volunteer Information:			
Name of Volunteer Submitting This Form:			
Address:			
City:	State:	Zip:	
Preferred Phone:		Email:	
Troop #:		Service Unit #:	
Date:		Volunteer Role:	
Donation Information:			
Donor Name:			
Address:			
City:	State:	Zip:	
Preferred Phone:		Email:	
Amount:		Method of Donation Submission:	
Type of Pass-Through	Individual Donation	Small Business Donation (<\$500)	
	Fundraiser	Other -	
Troops:			
Please indicate the intended use of pass-through funds:			
Troop Travel	Gold Award Project	Camp	
Troop Operations	Other-		
For Office Use Only	TFR:	AAF:	CSR: Case#:
Service Unit:			
Please indicate the intended use of pass-through funds:			
Service Unit Operations	Other-		
For Office Use Only	SUFR:	AAF:	Case#:
Additional Information:			
Volunteer Signature: GSGMS			
Approval Signature:			

Please return this completed form to:
 Girl Scouts of Greater Mississippi
 1471 West County Line Road, Jackson, MS 39213
 Secure Fax: 601.326.7640
 Email: amiller@gsgms.org