



Service Unit & Troop Program Reimbursement Request Form

Please fill out this form to request reimbursement for program credits taken for council-approved service unit or troop events, or credits applied to encampment.

List Of Requirements For Reimbursement:

- Activity Approval Form (with approval) on file
- Additional Insurance paid (if applicable)
- Attached Program Credit release form

Event: _____ Event Date: _____

Please Check One:

- I am requesting reimbursement I am requesting program credit (Cookie Dough/Candy Cash) to be applied to encampment

Name of Requestor: _____

Email: _____ Phone Number: _____

Payable to: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

- I understand that I will not receive reimbursement if the girl/troop does not have available program credits at the time of signing release form, or if the above requirements have not been met.

Signature: _____ Date: _____

Please submit the completed form either by email to Info@GirlScoutCSA.org, drop off in person at any Leadership Center, or mail to:
Girl Scouts of Southern Appalachians,
1567 Downtown West Blvd., Knoxville, TN 37919