



# 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 the program credit (cookie dough/candy cash) to be applied to encampment

**Name of Requestor:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Payable to:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

- 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@girlscouts.org](mailto:info@girlscouts.org), drop off in person at any service center, or mail to: Girl Scout Council of the Southern Appalachians, 1567 Downtown West Blvd., Knoxville, TN 37919.