



SCOUT SHOP

Official Retailer of the BSA

LASALLE COUNCIL, BSA

SCOUT SHOP CHARTERED UNIT ACCOUNTS & UNIT ACCOUNT AUTHORIZATION

The council has established a unit account for all chartered units. The accounts are maintained in the council's accounting records and will have balances reflecting all overpayments of registration and insurance fees and any other amounts left on deposit with the council at the unit's request. Those individuals designated in writing by the committee chair can spend the balances in these accounts. The council registrar will also be able to use balances in these accounts to pay for registration when insufficient funds are provided at the time of registration.

Units can access the account at the Morris 1st-Source Scout Center Scout Shop but not at council camps. Units can use these accounts after the Scout Shop Manager has received the names of the people who have the authority to spend the unit's funds. Forms requesting updated authorized signers will be mailed to all unit leaders in January along with copies of their unit's year-end account balances. The Unit Authorization Form should contain the names and signatures of those authorized to use the unit's funds and should be signed and dated by the committee chair.

There are four options for using the funds in these accounts once a balance is established. The unit can:

- **Pay camp and activity fees**
- **Purchase items in the Scout Shop**
- **Pay for registration when the funds presented are insufficient to cover the registration balance due**
- **Request that a check be issued to the unit for balances on deposit with the council**

The accounts are such that a unit cannot go into the red when making purchases or paying registration fees. Leaders can obtain the unit account balance by contacting the Scout Shop Manager.

Dawn Eddins, Scout Shop Manager
LaSalle Council BSA
1340 South Bend Ave
South Bend, IN 46617
P 574.289.0338
Dawn.Eddins@scouting.org
<http://www.lasallecouncilbsa.org/scoutshop>

Unit Account Authorization

Pack # _____ Troop # _____ Crew # _____ Team # _____ Post # _____

District Name _____

Authorized Unit Account Users

PRINTED NAME	SIGNATURE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

YOU MAY HAVE MORE THAN FOUR NAMES, AT LEAST 2 PEOPLE ARE RECOMMENDED

APPROVED BY COMMITTEE CHAIR

NAME (printed) _____

SIGNATURE _____ **DATE** _____

Please update whenever necessary. Chartering does not change information on unit account. Unit needs to update at least once a year. Unit account may be used for registration, camp fees, or purchasing items in the Scout Shop. Deposits may be made in Scout Shop. This account is NOT a charge account, but works like a debit account. ALL UNITS HAVE AN ACCOUNT AUTOMATICALLY SET UP. Signatures need to be on account whether you choose to use or not.

THIS FORM REPLACES ALL PRIOR FORMS. NO NAMES WILL BE KEPT FROM PRIOR FORMS.