

EAGLE PROJECT MONEY GUIDELINES

INCOME:

1. Eagle Project funds (earned or donated) are collected by the Scout's project team. We recommend that these funds be deposited into a designated Troop 317 account, not a personal account.
2. All donations via check should be made out to "Troop 317". It is strongly recommended that every check is copied/scanned by the Scout's project team BEFORE submission to the Treasurer as a safeguard against loss or errors.

Turning In Funds for Deposit:

- The scout is to turn in funds for their Eagle project **in person** to the Treasurer.
- All funds should be turned in as soon as possible, at a troop meeting or another place agreed upon with the Treasurer. As a courtesy to your donors, do not hold their checks more than 30 days.
- Eagle project funds must be received for deposit before any expenditure will be reimbursed, and the amount of the money deposited must be sufficient to cover any expense reimbursement request (see below).
- The preference is for checks, but if you have cash, you **MUST** turn it in in person and allow time for the treasurer (or representative) to count it and verify the amount.
- Please include your e-mail address so I can update you when funds are deposited and communicate with you if necessary.

EXPENSES:

1. All expenses incurred for the Eagle Project will be paid by members of the Eagle Project Team and subsequently reimbursed to them from the designated Troop 317 Eagle Project account via a Troop 317 Expense Reimbursement request.
2. No expenses will be reimbursed until there are sufficient funds in the Eagle account to cover it.
3. BSA Policy states that any money collected above the expenses must be paid to the project beneficiary.

Reimbursements:

- To receive reimbursement, fill out a [reimbursement form](#) (found on troop317.com) and attach receipts.
- LTE Coach must sign the scout's expense form.
- Include a summary with the total amount collected, the total expended, whether the expenditures are complete, and the name of the project beneficiary for any extra funds. This check will be sent to you for you to deliver to your beneficiary.
- Reimbursement forms can be submitted:
 - In hand to the Treasurer or contacts listed below.
 - To the Troop mailbox (Boy Scouts - Troop 317) at Perimeter Church.
 - Scanned and emailed to the Treasurer (treasurer@troop317.com)
 - Mail to the Treasurer: Laura Davis 5112 Tannenhill Ct., Sugar Hill, GA 30518

Additional Notes

- If additional funds are received after your expenses have been submitted, they should be passed on to the treasurer along with a note asking her to write a check to the beneficiary for the corresponding amount. All Eagle accounts must be zeroed out at the completion of the project, and before the Scout sits for his Eagle Scoutmaster Conference.

Contacts:

- Laura Davis our current Treasurer (laura@4dfamily.net)
- Her husband, Jason Davis attends most Tuesday night troop meetings and can also pick up and deliver funds.
- Laura is also available on Sunday mornings before or after 1st service.