



Troop Banking Checklist

To Start

- Current Clearances (GSHPA pre-screen, FBI, PA State Police and Childline)
- Current GS Year Membership
- Mandatory Troop Banking Training in gsLearn under “Money Management for Troops”

Submitting Your Troop Banking Request

Have (2) signers who meet all requirements above.

Fill out the Troop Bank Account form via <https://gsheartpa.wufoo.com/forms/q14vdc0118q4s6z> or through the gsLearn Money Management course.

Avoid these mistakes!

- Going to the bank without a signed letter from council when opening/closing or updating.
- Having one person hold both the checks/card and receiving the bank statements (split these responsibilities between signers).
- Paying in cash for reimbursements. Always use a check.
- Having your second signer related to you or residing in the same household. The council will not approve this request.

*Until all of these requirements are met, the council cannot process your request paperwork. Without this paperwork, you cannot open/close or update your Troop Bank Account. Please ensure you are up-to-date before putting in your request.

How to Submit Your Clearances

- Go to GSHPA.org
- Go to the “Members” tab at the top of the webpage and click on the section titled “Volunteer Essentials”.
- Scroll to the bottom of the page and click on the button titled “Background Checks”.
- Follow the numbered list on the PDF provided.

Questions and Concerns

If you have any questions regarding Troop Banking Policy, please review your Troop Banking Handbook available via your “Money Management Training” course in gsLearn.

If you cannot find the answer for your question, please contact Jess Williams at 800.692.7816.

