



**Girl Scouts of Black Diamond Council**

321 Virginia Street West, Charleston, WV 25302

304-345-7722 | www.bdgsc.org

Attn.: Branch Manager

To ensure that troop financial responsibility is maintained, all Girl Scouts of Black Diamond troop accounts need to be setup according to the following procedures:

1. All bank accounts should be opened in the name of Girl Scouts of Black Diamond Council, Inc. Troop #XXXXX.
2. The statements should be sent to the responsible volunteer. DO NOT send statements to Girl Scouts of Black Diamond Council, 321 Virginia St W, Charleston WV 25302.
2. The TAX ID # is 55-0420373. We are a non-profit, tax exempt organization under IRS Section 501(c)(3). Troops are authorized to use this tax #.
4. One signature for bank purposes is acceptable.
5. Four signatures are required for a troop bank account, any which can be used for withdrawals. These signatures include two from the local troop, one regional, and one on the council level.  
Troop Leader  
Assistant Troop Leader  
Service Unit Administrator  
Chief Finance Officer – Denise Hershey
6. **A debit card may be issued for this account.**

The one signature from the council level is that of the Chief Finance Officer who is located at the Charleston Service Center. Girl Scouts of Black Diamond Council covers 61 counties in 4 states; West Virginia, Ohio, Virginia, and Maryland. This presents a challenge to provide this authorized signature in person; however, a notarized signature can be obtained and returned to your bank by mail. If this is not possible, please contact me at 304-553-7038 or [denise.hershey@bdgsc.org](mailto:denise.hershey@bdgsc.org) to make other arrangements. Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Denise C. Hershey".

Denise Hershey  
Chief Financial Officer