girl scouts
of colorado

# Annual Troop Report Workbook

An optional space to record information for the Annual Troop Report (ATR) before you complete the online form

Each section of this workbook matches a part of the online Annual Troop Report (ATR) form. While you're working with your Girl Scouts to collect their input, you can record the troop's responses here, then you can use these worksheets as a reference when you complete the ATR online.

## Section: Tell Us About Your Troop

Not sure of your Service Unit Number? Ask your Volunteer Success Specialist or email inquiry@gscolorado.org.

Troop Number: ____ ____ ____ ____ ____

Service Unit Number: ____ ____ ____

Program Level(s) Served in 2025-2026 – *Check all that apply*

| ☐ Daisy | ☐ Brownie | ☐ Junior | ☐ Cadette | ☐ Senior | ☐ Ambassador |
|---------|-----------|----------|-----------|----------|--------------|

## Section: Troop Status

Ask your Girl Scouts: Do we want to keep meeting next year? What would make you want to come back?

Does your troop plan to continue next year?

| ☐ Yes, continuing | ☐ Not sure – VSS will follow up | ☐ No, disbanding |
|-------------------|--------------------------------|------------------|

## Section: Troop Plan for Next Year

This whole section benefits from your Girl Scouts' input. Use your meeting guide, activity cards, or micro-input toolkit before completing this girl-led section.

Indicate which program level your troop will be serving in the 2026-2027 membership year
*If your troop primarily serves more than one level, select multi-level*

| ☐ Daisy | ☐ Brownie | ☐ Junior | ☐ Cadette |
|---------|-----------|----------|-----------|
| ☐ Senior | ☐ Ambassador | ☐ Multi-level | |

| Which grade(s) will your troop be serving in the 2026-27 membership year? |
|---|

Which grade(s) will your troop be serving in the 2026-27 membership year?
*Please include:*
- *all of the grades in which your current girls will be enrolled*
- *any additional grades from which you are willing to accept new girls*

| ☐ K | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☐ 5 | ☐ 6 | ☐ 7 | ☐ 8 | ☐ 9 | ☐ 10 | ☐ 11 | ☐ 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

Language at troop meetings?

| ☐ English | ☐ Spanish | ☐ Other: |
|---|---|---|

Troop focus
*Check all that apply*

| ☐ Highest Awards | ☐ Community Service | ☐ STEM |
|---|---|---|
| ☐ Life Skills | ☐ College Readiness | ☐ Creative Arts |
| ☐ Entrepreneurship | ☐ Outdoor | ☐ Healthy Living |

Tell us specific information about your troop that Girl Scouts of Colorado can share with interested girls or families. This information will be shown in the online troop catalog if your troop is open.

| ☐ We are working on earning Highest Awards | ☐ We love STEM | ☐ We love the outdoors and outdoor adventures | ☐ Our troop loves to travel together! |
|---|---|---|---|
| ☐ Our troop is LGBTQ+ friendly | ☐ We are a bilingual troop | ☐ We welcome homeschool families | ☐ We love earning badges |
| ☐ We welcome Military Families | ☐ We are community service focused | ☐ We are a multi-level troop- older girls help provide programming to younger girls | |
| ☐ Other: | | | |

2026-27 Meeting Day(s)

| ☐ Monday | ☐ Tuesday | ☐ Wednesday | ☐ Thursday | ☐ Friday | ☐ Saturday | ☐ Sunday |
|---|---|---|---|---|---|---|

2026-27 Meeting Start Time: _____    AM / PM

How often do you meet or plan to meet in the 2026-27 membership year?

| ☐ Weekly | ☐ Every other week/Twice monthly 1st and 3rd week | ☐ Every other week/Twice monthly 2nd and 4th week | ☐ Monthly |
|---|---|---|---|
| ☐ Other: | | | |

2026-27 Meeting Location Name:
*Please enter the name of your regular public meeting space. This information is visible to members of your troop.*

_____

2026-27 Meeting Location Address:

_____
                                        Address



_____
              City                                            State              Zip

| List your troop's association (school, community organization, place of worship, etc.) | |
| --- | --- |
| ☐ Same as my meeting location | ☐ Other: |

| During which month do you project that regular troop meetings will begin for the membership year 2025-26? | | | | | |
| --- | --- | --- | --- | --- | --- |
| ☐ January | ☐ February | ☐ March | ☐ April | ☐ May | ☐ June |
| ☐ July | ☐ August | ☐ September | ☐ October | ☐ November | ☐ December |

How many Girl Scouts can your troop support for the 2026-27 membership year?


_____ Girl Scouts

*This is the total number of girls allowed in your troop while following safety ratios.*

*Troops should be open to new Girl Scouts until they have at least 12 participants, but you may choose to have more based on your number of volunteers.*

*If you have available spaces in your troop, your troop will be displayed in the online catalog and staff will work to place Girl Scouts and adult volunteers in your troop.*

More Girl Scouts means more ideas, more energy, and more adults in your corner. Every open spot is a chance to welcome someone whose Girl Scout story starts with your troop!

| Troops with available spaces will open in the catalog by August 1st, 2025. Please indicate if you would like your troop to open at a different time. | |
|---|---|
| ☐ Now | ☐ Other: |

| My troop would like support in recruiting new members and/or growing the troop for the upcoming year. | |
|---|---|
| ☐ Yes | ☐ No |

*If yes, GSCO staff or Service Unit Volunteers will connect with you for recruitment opportunities*

| Are there members of your troop (volunteers and/or older girls) who can help spread the word about Girl Scouts (post on social media, put up flyers, etc.), or attend fall recruitment events to connect prospective members with Girl Scouts? | |
|---|---|
| ☐ Yes | ☐ No |

*If yes, GSCO staff for your area will connect with you for recruitment opportunities.*

| How can members of your troop (or older girls) support fall recruitment? | | |
|---|---|---|
| ☐ Put up flyers, posters or yard signs in my local community | ☐ Attend one or more back-to-school nights/events | ☐ Post about Girl Scouts on my neighborhood Nextdoor App |
| ☐ Post about Girl Scouts on my social media platforms or family-orientated groups I'm connected to | ☐ Come and help out at an in-person event hosted by GSCO staff. | ☐ Take the lead in hosting a recruitment event in my local area. |
| ☐ Other: | | |

Is there anything else that you would like us to know about your troop? This information will be visible to staff only and will help us better support your troop.

_____

_____

_____

_____

_____

## Section: Financial Summary

This is a snapshot of your current troop finances – you don't need to wait for spring expenses to clear before completing! Remember to involve your Girl Scouts in the accounting and budgeting. Use the accompanying meeting plan, activity guides, or micro-input toolkit if you'd like ideas on making this section girl-led.

| Does your troop collect dues? *If yes, record the total amount per Girl Scout per year here.* | |
|---|---|
| ☐ Yes, $_____ per Girl Scout per year | ☐ No |

If your troop collects dues, what types of expenses are dues used for?
*Examples: Girl Scout and volunteer membership fees, uniforms, events, meeting supplies, etc.*

_____

_____

_____

## Troop Income
### Use troop bank statements and Product Program records to record all income.

**Starting Account Balance**
*This is your bank account balance as of July 1st, 2025. Enter $0 if you opened a new bank account after this time.*

$_____
A

**Fall Product Program Proceeds from M2**
*If your troop did not participate in the Fall Product Program, input $0. Net earnings include the total troop proceeds earned by the troop AFTER council portion has been deducted.*

$_____
B1

**Cookie Program Proceeds from eBudde**
*If your troop did not participate in the Cookie Program, input $0. Net earnings include the total troop proceeds earned by the troop AFTER council portion has been deducted.*

$_____
B2

**Additional Money-earning**
*E.g. bake sales, dog walking, etc. If your troop did not participate in any additional money-earning activities, enter $0.*

$_____
B3

**Troop dues received**
*Record the total amount of dues collected from Girl Scouts/families. Usually, it will be the amount charged per year times the number of Girl Scouts in the troop.*

$_____
B4

**Total troop income**
*Add all income sources (A+B1+B2...)*

$_____
B

## Troop Expenses
Use receipts and/or your Troop Financial Record spreadsheet to categorize and record the troop's expenses for the year from July 1st, 2025, to today.

**Troop membership renewal**
*GSUSA registration/renewal fees for Girl Scout youth members*

$_____
C1

**Meeting Supplies**
*Snacks, program materials, and other items used*

$_____
C2

**Facility Rental Fees**
*Meeting space or event location rental fees*

$_____
C3

**Day Trips or Events**
*Council events, field and day trips*

$_____
C4

**Troop Camping or Travel**
*Overnight trips and extended/international travel*

$_____
C5

**Community Service**
*Items purchased for community service, Take Action and/or troop Highest Awards projects*

$_____
C6

Girl Scout Shop Purchases
*Items purchased from the Girl Scout shop like badges,*
*patches, badge booklets, etc.*

$_____
C7

Troop Volunteer Expenses
*Adult registration/renewal, background check fees,*
*training costs, etc.*

$_____
C8

Other Expenses
*Things that don't fit neatly into the above categories*

$_____
C9

Total troop expenses
*Add all expense categories (C1+C2+C3...)*

$_____
C

## Finance Verification

If your Current Bank Balance and Ending Balance do not match- please double check your calculations. Tell us about any discrepancies. If this submission requires further support, a GSCO staff member will reach out to go over troop finances together.

Ending balance
*Total income (B) minus total expenses (C)*

$_____
Ending Balance

Current bank account balance
*You will also upload this month's statement*

$_____
Current Account Balance

Current bank balance and ending balance discrepancy
*Ending balance minus current balance; this should equal 0*

$_____
Discrepancy

If the last calculation was not 0, please briefly describe any discrepancies here.

_____

_____

_____

_____

How does your group plan to use any remaining funds?

_____

_____

_____

| What payment apps/services does your troop use (if any)? | | | | | |
|---|---|---|---|---|---|
| ☐ Paypal | ☐ Square | ☐ Venmo | ☐ Cashapp | ☐ Cheddar Up | ☐ Zelle |
| ☐ None | ☐ Other: | | | | |

| How does your troop make troop financial information available to Girl Scouts and parents/caregivers? *Select all that apply.* | | |
|---|---|---|
| ☐ Bank statements are available to view at troop meetings | ☐ Troop has an online folder that troop members can access (e.g. Google doc folder) | ☐ A treasurer report is made at meetings |
| ☐ Financial information is available by request only | ☐ Girl Scouts are involved in budgeting and financial decisions making | ☐ We do not make financial information available to girls and parents/caregivers |
| ☐ Other: | | |

*Girl Scouts of Colorado requires that troop and service unit financial information be transparent and shared with troop/service unit members. Refer to Volunteer Essentials for more information. If you need support in how to best share this financial information with your troop or service unit, reach out to your Volunteer Success Specialist or indicate on the electronic ATR that you would like to have someone reach out to you.*

That's it! You're ready to complete the online ATR — just grab your bank statements and account signer info. Thank you for letting your Girl Scouts learn by helping shape this picture of their troop. This is how Girl Scouts grows leaders.