

Girl Scouts of Greater South Texas Product Sale Collection Form

Please attach original signed documents as appropriate and make copies for your own records:

- 1. Parent Permission Form**
- 2. Receipts for any product signed for by this individual**
- 3. Receipts for any payments made by this individual**

The Troop Manager will complete this form on a delinquent troop/parent/guardian. The troop will be held accountable for debt unless Council receives this completed form and all required attachments. Any change in the status of an account must be reported immediately to the Director of Product Sales of the Girl Scouts of Greater South Texas at 800-477-2688, extension 306.

Delinquent individuals will be held accountable for all money owed to both the troop and the Council. If Council is able to collect all debt in a timely manner, then a refund of troop proceeds will be made to the troop. **Troops may not keep proceeds on money they have not collected from an individual.**

Date _____ Troop # _____ Service Unit _____

Name of Debtor _____

(Last)

(First)

Name of Child _____

(Last)

(First)

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work _____ Cell _____

Nature of Shortage: Total Amount Money Short \$ _____
Product Short – Specify _____

Profit due to troop \$ _____

Please identify the problem(s) and any efforts you have made to collect (use additional paper if necessary):

Is there intent to make payment? _____ If yes, what steps have been taken _____

Troop Manager _____ Phone _____

Address _____ City, State, Zip _____

Troop Leader _____ Phone _____

Address _____ City, State, Zip _____

Please keep a copy for your records