



# Girl Scouts of Greater South Texas Product Program Collection Form 2022 Cookie Program

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 Product Sales Manager will complete this form on a delinquent troop/parent/guardian – **maximum amount to submit a parent is \$500**. The troop will be held accountable for debt unless Council receives this completed form and all required attachments by the **deadline of March 4, 2022 – No Exceptions**. Any change in the status of an account must be reported immediately to the Director of Product Program of Girl Scouts of Greater South Texas at 800-477-2688, extension 224 or to [info@gsgst.org](mailto:info@gsgst.org).

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 Short: \$ \_\_\_\_\_ Total Packages Short: \_\_\_\_\_

Proceed due to Troop: \$ \_\_\_\_\_ Proceed due to Council: \$ \_\_\_\_\_

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 Cookie Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Troop Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Please keep a copy for your records