

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 Product Sales Manager will complete this form on a delinquent troop/parent/guardian – **maximum amount to submit a parent is \$400**. The troop will be held accountable for debt unless Council receives this completed form and all required attachments by the **deadline of February 28, 2020**. Any change in the status of an account must be reported immediately to the Manager of Product Program of Girl Scouts of Greater South Texas at 800-477-2688, extension 224 or to 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