

Girl Scouts of Greater South Texas Product Program 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 parent/guardian. If a collection form is not submitted, the troop will be held accountable for any debt. 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 info@gsgst.org.

- **FP Program:** Maximum amount to submit a parent is \$200 by 12/01/2023 - No Exceptions!
- **Cookie Program:** Maximum amount to submit a parent is \$500 by 03/06/2024 - No Exceptions!

Based on the information below and documentation submitted (receipts, parent permission form, troop/parent correspondence, etc.) delinquent individual will be held accountable for all money owed.

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 Units/Pkgs. 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 Product Program Manager: _____ Phone: _____

Troop Leader: _____ Phone: _____

Please keep a copy for your records