



# Girl Scout Cookie Program

GTC

## Girl/Parent – Troop Collection Report

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | [www.girlscoutshcc.org](http://www.girlscoutshcc.org)

To be used by Troop Cookie Managers when a girl/parent owes cookie money to the troop OR by the Service Unit Cookie Manager when a troop owes cookie money to GSHCC. Go to SNAP ([www.abcsnap.com](http://www.abcsnap.com)) "Finances" for detailed information.

### Section 1 – To be completed and turned in with Service Unit paperwork by March 29, 2012.

Date \_\_\_\_\_ This is a (check only one)  Girl/Parent Delinquency  Troop Delinquency

Person making report: \_\_\_\_\_ Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_

Troop Cookie Manager \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

### Section 2 – For girl/parent delinquency only (to be completed by the Troop Cookie Manager)

Girl's name \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Total # pkgs issued to girl/parent _____	x \$4.00 = (A) \$ _____	Total amount due troop
	(B) \$ _____	Less amount paid to troop
	(C) \$ _____	Balance due troop (=A-B)

The balance due (C) should be owed to the council so the troop is not out any funds

### Section 3 – For troop delinquency only (to be completed by the Service Unit Cookie Manager)

Total # pkgs troop received \_\_\_\_\_ x \$3.40 = (D) \$ \_\_\_\_\_ amount due GSHCC

(E) \$ \_\_\_\_\_ less amount paid to GSHCC

\$ \_\_\_\_\_ balance due GSHCC (=D-E)

### Section 4 – Attach following documents to Collection Report

- Record of dates & comments when attempting to collect outstanding debt
- Parent Permission and Responsibility Form/ Cookie and Money receipt – G3