

**GIRL SCOUT COOKIE PROGRAM
GIRL/PARENT – TROOP COLLECTION REPORT**



GIRL SCOUTS HEART OF CENTRAL CALIFORNIA 3005 GOLD CANAL DRIVE RANCHO CORDOVA, CA 95670

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.

Section 1 – To be completed and turned in with Service Unit Sales Report from E Council.

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 checked out by girl _____ x \$4.00 = (A) \$ _____ Total amount due troop

(B) \$ _____ Less amount paid to troop

(C) \$ _____ Balance due troop (=A-B)

Of the balance due (C) \$ _____ is troop proceeds* and \$ _____ is council 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

* Information determined from Service Unit Sales Report from E Council..