



Troop Slow Pay or Delinquent Funds

Troop # _____ Service Unit # _____

Delinquent Girl: _____

Parent/Legal Guardian: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Home Phone #: _____ Other Contact #: _____

Amount due: _____ Amount of cookies signed for: _____

Amount paid: _____ Date of cookies received: _____

Balance due: _____

Step 1. Make 3 written contacts with the individual(s) who have not paid, providing the following information – name of person who made the call/contact, person contacted, date, response and comments. If you emailed or messaged the parent, please provide a copy of the message.

1. _____

2. _____

3. _____

Use reverse side or extra sheets for additional information

Submitted by:
Troop Product Sales Coordinator: _____ Name _____ Phone _____

Troop Leader: _____ Name _____ Phone _____

If money remains uncollected after 3 documented contact, then proceed to Step 2.

Step 2: Following receipts must be attached:
All Cookie receipts: _____
All Money receipts: _____
Original Troop Slow Pay or Delinquent Funds Form _____

All requests for assistance by Girl Scouts of the Sierra Nevada to attempt to collect any slow pay or delinquent funds must be submitted to the council offices no later than March 22, 2026. After this deadline any Slow Pay issues will be the responsibility of the troop to collect and all monies owed to GSSN will be processed via the ACH process. Any girl with an outstanding Slow Pay will not be allowed to participate in any product program until such debt is paid.