girl scouts of the sierra nevada

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 **April 4, 2027. 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.**