girl scouts of eastern south carolina

Girl Scouts of Eastern South Carolina
2013 Girl Scout Cookie Sale Program
Past Due Parent Payment Report

Complete One Form for EACH Parent Who Owes a Balance Beyond March 25, 2013

Service Unit #: _____ Troop #: _____ Date: _____

Report Prepared By: _____

Position in Troop: _____ E-mail: _____

Cell Phone: _____ Additional Phone: _____

How to Figure What A Parent Owes:

Total Number of Packages Distributed to Parent _____ x $3.50 = $_____ Total Amount Due

(A) **Payments Made** (Attach copies of the receipts):

Date Received _____ $_____

Date Received _____ $_____

Date Received _____ $_____

Total Amount Received From Parent (B) $_____

(A) $_____ - (B) $_____ = (C) $_____ Balance Still Due

Person Responsible: _____

(Must Match Parent Permission and Responsibility Form)

E-mail Address: _____ Girl Scout's Name: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____ City and Zip: _____ Place of Employment: _____

Work Phone: _____

Drivers License #:_____ Social Security #:_____

Contact Record of Phone Calls/Letters to Past Due Parent:

1st Contact Made:

_____

By: _____ Date:

_____

2nd Contact Made:

_____

By: _____ Date:

_____

Comments:_____

_____

_____

_____ _____

Signature of Troop Representative Date

This report is due to the SUPSC with your Final Paperwork by **March 25, 2013**. Attached to this form **must** be a copy of the signed Parent Permission and Responsibility Form, copies of all Cookie/Money Receipts signed by the parent, and any additional documentation. **Incomplete forms or forms without an attached Parent Permission and Responsibility Form will not be accepted. The balance owed will fall on the Troop, the Troop Leader and/or the Troop Cookie Manager.**

Distribution: **White:** GSESC **Yellow:** Service Unit **Pink:** Troop