

CAREGIVER DEBT

GIRL SCOUTS HEART OF THE SOUTH 2025 COOKIE OUTSTANDING BALANCE

TROOP DEBT

Fill out an Outstanding Balance form for each person who owes money for cookies at the end of the program. Forms are to be submitted through the [ACH Shortage Form](#). The quicker we can begin the collection process the better our chances of receiving payment. **No Outstanding Balance Forms will be accepted by the council after March 19, 2025.** After this date the troop is responsible for payment of the outstanding debt.

SERVICE UNIT: _____ AGE LEVEL: _____ TROOP #: _____

CAREGIVER: _____ GIRL SCOUT(S): _____

STREET ADDRESS: _____ HOME PHONE: () _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: () _____

EMAIL ADDRESS: _____ CELL PHONE: () _____

SOCIAL SECURITY #: _____ DRIVER'S LICENSE #: _____ STATE _____

PLACE OF EMPLOYMENT: _____ PERMISSION FORM ATTACHED? YES NO

TROOP COOKIE MANAGER: _____

STREET ADDRESS: _____ HOME PHONE: () _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: () _____

EMAIL ADDRESS: _____ CELL PHONE: () _____

PLACE OF EMPLOYMENT: _____ TROOP MANAGER AGREEMENT ATTACHED? YES NO

TROOP LEADER (if different from TCM): _____

STREET ADDRESS: _____ HOME PHONE: () _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: () _____

EMAIL ADDRESS: _____ CELL PHONE: () _____

PLACE OF EMPLOYMENT: _____ TROOP MANAGER AGREEMENT ATTACHED? YES NO

CAREGIVER UNPAID FUNDS	
TOTAL NUMBER OF BOXES SOLD	_____
TOTAL MONEY DUE TO TROOP	\$ _____
MINUS - PAID ONLINE	\$ _____
MINUS - PAID TO TROOP	\$ _____
REMAINING BALANCE DUE	\$ _____

TROOP UNPAID FUNDS	
TOTAL TROOP SALES	\$ _____
MINUS - TROOP PROCEEDS	\$ _____
MINUS - ONLINE PAYMENTS	\$ _____
MINUS - PAID TO COUNCIL	\$ _____
MINUS - PARENT UNPAID FUNDS	\$ _____
REMAINING BALANCE DUE	\$ _____

RECEIPTS ATTACHED: YES NO

WE **MUST** HAVE PROPER DOCUMENTATION TO PURSUE COLLECTION OF OUTSTANDING DEBTS. LIST DATES AND RESULTS OF ALL ATTEMPTS TO COLLECT ANY BALANCES OWED BELOW. (CONTINUE ON BACK IF NEEDED.)

FOR COUNCIL USE ONLY

ORIGINAL BALANCE	AMOUNT PAID	CURRENT DUE	DATE	STAFF	NOTES