

☐ CAREGIVER DEBT

☐ TROOP DEBT

GIRL SCOUTS HEART OF THE SOUTH 2025 FALL PRODUCT OUTSTANDING BALANCE

Fill out an Outstanding Balance form for each person who owes money for nut and candy orders 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 November 19, 2025. After this date the troop is responsible for payment of the outstanding debt.

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

CAREGIVER: _____ DAUGHTER(S): _____

STREET ADDRESS: _____ HOME PHONE: () _____

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

EMAIL ADDRESS: _____ CELL PHONE: () _____

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

PLACE OF EMPLOYMENT: _____ PERMISSION FORM ATTACHED? YES NO

TROOP FALL PRODUCT 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 TFPD): _____

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 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 - CAREGIVER UNPAID FUNDS \$ _____

REMAINING BALANCE DUE \$ _____

RECEIPTS ATTACHED: YES NO

WE MUST HAVE PROPER DOCUMENTATION TO PURSUE COLLECTION OF OUTSTANDING BALANCES. LIST DATES AND RESULTS OF ALL ATTEMPTS TO COLLECT ANY BALANCES OWED BELOW:

FOR COUNCIL USE ONLY

ORIGINAL BALANCE	AMOUNT PAID	CURRENT DUE	DATE	STAFF	NOTES