

**REPORT OF PAST DUE PAYMENT – FALL PRODUCT SALE ACTIVITY**

**TROOP/GROUP:** Complete one form for each parent/guardian or volunteer who owes a balance to your troop and submit to your Service Unit Product Sale Activity Manager. **Form must be filled out completely with the following attached:**

- ① **Summary of a minimum of 3 contacts made.**
- ② **Original signed pick up receipts.**
- ③ **A copy of your letter to the debtor.**
- ④ **A permission form signed by the debtor (unless already on file with the Council). Be sure to refer to Troop Fall Sale Guide for dates and deadlines.**

**SERVICE UNIT:** Complete one form for each troop/group not providing a financial status report and still owing money. Ensure that all information is correct and complete.

Report Prepared by \_\_\_\_\_

Title: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Troop Fall Product Sale Activity Manager: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Troop/Group Leader: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (Work): \_\_\_\_\_

**HOW TO FIGURE WHAT PARENT/GUARDIAN/VOLUNTEER/TROOP OWES:**

- A. Total # of \$5 Items Picked Up \_\_\_\_\_ X \$5 = \$ \_\_\_\_\_
- B. Total # of \$7 Items Picked Up \_\_\_\_\_ X \$7 = \$ \_\_\_\_\_
- C. Total Cost of Items Picked Up (A + B) = \$ \_\_\_\_\_
- D. Amount Paid = \$ \_\_\_\_\_
- E. Total Amount Due (C-D) = \$ \_\_\_\_\_
- F. Troop Proceeds per item (Check One)
- 50¢  60¢  70¢  80¢  +05¢ (opt out)

**PERSON RESPONSIBLE:**

**Circle One:**

Name: \_\_\_\_\_ Parent Guardian Volunteer: position \_\_\_\_\_

If parent, was a permission slip signed? Yes No If a volunteer, was an agreement signed? Yes No

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ (Hm) \_\_\_\_\_ (Wk) Place of Employment \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Girl Scout's Name: \_\_\_\_\_

SS # \_\_\_\_\_ & / OR Driver's License # \_\_\_\_\_

Email \_\_\_\_\_

Please attach any comments or explanations that may help us in our collection efforts.

