Girl Scouts

T-11

Girl Scouts of Greater Chicago & Northwest Indiana

Cookie Reconciliation Form

Troop Cookie Manager:

Please complete ALL requested information for anyone who did not turn in a deposit slip for the full amount due for Girl Scout Cookies they received. This information is needed to document the amount due to the council that was not turned in. Explain why any information is omitted. **Must attach the signed cookie pick up receipt, receipt(s) of any money paid (M-3), and permission slip.**

Service Unit _____ Troop # _____ Level _____

Troop Leader's Name _____ Phone # _____

Parent's Name _____ Girl's Name _____

Address _____
Street City State Zip

Home Phone _____ Work Phone _____

Boxes of Cookies Sold	_____ x	$4.00 =	$ _____
Money Received	Date_____	Amount	$ _____
Money Received	Date_____	Amount	$ _____
Outstanding Balance			**$** _____

Action taken to collect outstanding balance due (may include speaking with the person or writing a letter)

1st Action taken by _____ Date _____ Form _____

Results _____

2nd Action taken by _____ Date _____ Form _____

Results _____

Dear Parent:

Our records indicate an unpaid balance for the 2007 Cookie Sale Program. The total balance was due Nov. 19, 2007 (see signed Cookie Sale Program Permission & Parent/Guardian Responsibility Form). If you disagree with the balance due and have proof of payments made to Troop Cookie Manager, please contact the Product Sales Program Coordinator at the Girl Scout Service Center 219-838-3171 immediately.

Payments may be made at the Girl Scouts Service Center, 2906 Highway Ave., Highland, IN 46322. Method of payment are:

- Money Order or cashier's check, payable to the Girl Scouts Greater Chicago & Northwest Indiana
- Credit Card: Visa, MasterCard, Discover, or American Express
- Cash

Unpaid balances will be assessed a $25.00 service charge on November 26, 2007. Unpaid balances will be turned over to collection agency, small claims, or county prosecutors and parent/guardian will be responsible for all fees incurred.

Theresa Nicola

Product Sales Program Coordinator