



**Parent Delinquency Form**  
Product Program

Product Program Year  
\_\_\_\_\_ Fall Product  
\_\_\_\_\_ Girl Scout Cookie

Delinquent Parent Account procedures must be initiated when a parent/guardian has not met the Troop payment deadline. To be a valid form of payment the Parent Delinquency Form must be completed with all supporting documentation attached and submitted by the deadline. If the form is not complete with supporting documentation attached, NO adjustments will be made to the troop balance.

Once this form is submitted to council, the Troop should refer the parent to council and not collect any funds from the parent.

**Person completing the form:**

Name: \_\_\_\_\_ Troop Number and Position \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**List the name of the girl and parent/guardian who owe money to the troop below**

Girl's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**Complete parent/guardian information below**

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**What have you done to collect the money owed?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Delinquency Amount	
Packages received from Troop	
Amount due to Troop	\$
Amount paid to Troop	\$
Balance due to Troop	\$
The following forms must be attached: <input checked="" type="checkbox"/> Signed receipts for product received <input checked="" type="checkbox"/> Signed receipt for any payments	
If you receive any payment for the amount declared, please inform the Product Program Department.	

Submit form to Customer Care [customer care@girlscoutscs.org](mailto:customer care@girlscoutscs.org)