



2024 Cookie Program Caregiver Collection Form

Complete this document when a caregiver does not pay for their Girl Scout's cookie order by specific deadlines. Remember, girls do not go into collection; caregivers do. **Do not pay for cookie collections from troop proceeds.** To proceed with an official collection, the following documentation is required:

- Signed [Annual Health History](#) form (permission slip)
- Signed receipts showing product received/returned
- Signed receipts for monies collected
- Any other relevant information are **required** for a parent collection, such as text messages and/or emails.

Mail completed form and documentation to:

- GSNYPENN, Attn: Cookie Collections
- 960 James Street 2nd Floor, Syracuse, NY 13203.

**Completed collections not accepted
after Monday, April 22, 2024**
Questions? Email info@gsnypenn.org.

SU Name/Number _____ 5 Digit Troop # _____ Date _____

Troop Leader/Troop Cookie Manager: _____

Email: _____ Phone () _____

Caregiver with balance due First & Last Name _____

Email: _____ Phone () _____

Girl Scout's First & Last Name _____

Street _____ City _____ State _____ Zip _____

TOTAL NUMBER OF PACKAGES GIRL SOLD*: _____ PACKAGES

***this value must equal what the caregiver has signed for**

TOTAL VALUE OF COOKIES (at \$6.00 per package) \$ _____

TOTAL AMOUNT CAREGIVER PAID \$ _____

BALANCE DUE (amount of collection): \$ _____

DOCUMENT ALL ATTEMPTS TO CONTACT – PLEASE USE ADDITIONAL PAPER IF NEEDED:

Date:	Spoke with:	Result of conversation: