

Complete this document when the troop cannot collect payment from a caregiver for their Girl Scout's cookie order by specific deadlines. **Do not use troop proceeds for unpaid cookie balances.**

Submit the following documentation along with this **Caregiver Collection Form**:

- Signed [Annual Permission Form](#)
- Signed receipts showing product received/returned
- Signed receipts for any money collected
- Other relevant information demonstrating an attempt to collect payment from the caregiver, such as text messages and/or emails.

Submit the completed form and documentation to:

- GSNYPENN, Attn: Cookie Collections
960 James Street, 2nd Floor, Syracuse, NY 13203
- Or scan and email to info@gsnypenn.org, Subject: Cookie Collections

**Collection forms must be submitted no
later than the date of the final scheduled
ACH for the Cookie Program**

Service Unit Name/Number _____ 5 Digit Troop # _____ Date _____

Troop Leader/Troop Cookie Manager _____

Email _____ Phone (____) _____

Caregiver with balance due First & Last Name _____

Email _____ Phone (____) _____

Street _____ City _____ State _____ Zip _____

Girl Scout's First & Last Name _____

TOTAL NUMBER OF PACKAGES GIRL SOLD*: _____ PACKAGES

*Value must equal what the caregiver has signed for

TOTAL VALUE OF COOKIES (\$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: