

Girl Delinquent Report Instructions

Due: Report due completed, with all documentation no later than **Thursday, March 7, 2024, Extension Tuesday, March 26, 2024.**

Submit: One report per email per Girl Scout. Email all documentation to info@gsdsw.org.

Check list items:

Girl Delinquent Summary – Each delinquent Girl Scout must have a completed Girl Delinquent Summary. If multiple Girl Scouts in a single family are delinquent, you **MUST** complete a separate summary for each Girl Scout. Amounts cannot be combined.

Parent/Guardian Permission Form – Each delinquent Girl Scout must have a signed Parent/Guardian Permission Form on file in order to participate in the Cookie Program. This signed form must be included in the Girl Delinquent Report.

White Cookie Program Receipts – These receipts must be signed by both the Troop Cookie Coordinator and the parent/guardian. Each of these transactions **MUST** match what is in the Smart Cookie system.

Girl Scout Deposit Summary from Smart Cookie – To export this report follow these steps. From the Troop Dashboard click on “Reports”, “Current”, click on “Finance”, click the “Girl Deposit Summary”. Print this screen or save it to a .pdf file. Even if this report is blank, it **MUST** be included with the Girl Delinquent Report.

Girl Scout Balance Summary from Smart Cookie – To export this report follow these steps. From the Troop Dashboard, click on “Reports”, click on “Finance”, click on “Girl Scout Balance Summary”, Enter the Girl Scout name, scroll to bottom of screen and download PDF or print report. This report **MUST** be included with the Girl Delinquent Report.

Girl Delinquent Summary

2024 Cookie Program

Check List	
<input type="checkbox"/> Delinquent summary must be filled out completely	<input type="checkbox"/> Girl Scout Deposit summary from Smart Cookie
<input type="checkbox"/> Signed parent/guardian permission form	<input type="checkbox"/> Girl Scout Balance summary from Smart Cookie
<input type="checkbox"/> Signed product & money receipts (white)	<input type="checkbox"/> Submitted to council NO LATER THAN Thursday, March 7, 2024.

Delinquent Parent/Guardian Information:

First Name: _____ Last Name: _____

Is parent registered GS Adult: ☐ Yes ☐ No

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () - Alt Telephone () -

Email: _____

Girl Scout Name: _____ Troop #: _____

Total Sales (a):	
Amount Collected Via Direct Ship and Credit Card (b):	
(a-b) Total to be Collected (c):	
Total Collected (white receipts) (d):	
(c-d) Total Amount Owed:	

Troop Cookie Coordinator: _____ Telephone: () -

☐ I hereby certify that all the above information is true and complete.

Signature: _____ Date: _____