

Girl Delinquent Report Instructions

Due: Report due completed, with all documentation no later than **Sunday, November 12, 2023.**

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 Fall Product Program. This signed form must be included in the Girl Delinquent Report.

White Fall Product Program Receipts – These receipts must be signed by both the Troop Fall Product Coordinator and the parent/guardian. Delivery tickets from the M2 system are also acceptable for product pick-up IF they have been signed by the parent/guardian. Each of these transactions **MUST** match what is in the Fall Product system.

Girl Scout Payment Summary from M2 – To export this report follow these steps. From the Troop Dashboard click on “Banking & Payments”, click on the Troop, click the Girl Scout. Print this screen or save to a .pdf file. Even if this report is blank, it **MUST** be included with the Girl Delinquent Report.

Girl Scout Sales Summary from M2 – To export this report follow these steps. From the Troop Dashboard, click on “Reports”, click on 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

2023 Fall Product Program

Check List	
<input type="checkbox"/> Delinquent summary must be filled out completely	<input type="checkbox"/> Girl Scout payment summary from M2
<input type="checkbox"/> Signed parent/guardian permission form	<input type="checkbox"/> Girl Scout sales summary from M2
<input type="checkbox"/> Signed product & money receipts (white)	<input type="checkbox"/> Submitted to council NO LATER THAN Sunday, November 12, 2023

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):	
Online Direct Ship + Magazines + Girl Delivered (b):	
(a-b) Total to be Collected (c):	
Total Collected (white receipts) (d):	
(c-d) Total Amount Owed:	

Troop Fall Product Manager: _____ Telephone: () -

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

Signature: _____ Date: _____