



Girl Scouts of Southeastern Michigan

Fall 2023 Product Program Unpaid Account Form for Parents/Guardians

The purpose of this form is to inform the GSSEM finance department of any parents/guardians who have not paid the troop for product they picked up. This form is to be completed only about parents/guardians who have not paid the troop in full.

Service Unit#: _____ Troop #: _____ Date: _____

Person Owning: _____

Relationship to Girl Scout: _____

Phone (day): _____ Alternate Phone: _____

Address: _____ City: _____ Zip: _____

Spouse's Name: _____ Phone (day): _____

Girl Scout's Name: _____

Person reporting: _____ Phone (day): _____

Monies already paid to troop from parent/guardian: \$ _____

Outstanding balance still due to troop from parent/guardian: \$ _____

Please provide details about the number and type of products not paid for by the parent/guardian:

of \$7 items: _____ (Troop is responsible for \$3.50 per item)

of \$8 items: _____ (Troop is responsible for \$4.00 per item)

of \$9 items: _____ (Troop is responsible for \$4.50 per item)

of \$10 items: _____ (Troop is responsible for \$5.00 per item)

of \$12 items: _____ (Troop is responsible for \$6.00 per item)

Troop will be reimbursed once GSSEM receives full payment from the parent/guardian.

Please list your attempts to contact the parent/guardian:

Date: _____ Time: _____ Comments: _____

Date: _____ Time: _____ Comments: _____

GSSEM complies with the Fair Debt Collection Practices Act, which means that no further information can be shared with you regarding attempts to collect this debt. Once the debt has been collected by GSSEM, the troop will be reimbursed.

Send this completed form with a copy of the parent permission form signed by the parent/guardian, and all receipts for money or product signed by the parent/guardian to gssem-finance@gssem.org or by fax to 313-309-1193. If you have any questions about completing this form, please call 800-482-6734, option 8.