



Girl Scouts of Southeastern Michigan

Cookie Program – Unpaid Account Form for Parents/Guardians

To be completed only for parents/guardians who have not paid the troop in full. This completed form, along 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, is due by **4 PM on April 11, 2025**.

Service Unit: _____ Troop #: _____ Date: _____

Person Owing: _____

Relationship to Girl Scout: _____

Phone (day): _____ Alternate Phone: _____

Address: _____ City: _____ Zip: _____

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

Girl Scout's Name: _____

Person reporting: _____ Phone (day): _____

Total amount of the cookies received from parent/guardian: \$ _____

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

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

Please provide details about the cookies not paid for by the parent/guardian:

Boxes of cookies unpaid: _____ (Troop is responsible for \$2.50 per box)

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, by 4 PM April 11, 2025. If you have any questions about completing this form, please call 800-482-6734, option 8.