

# Parent Collection Form

Due to South Portland Service Center NO later than May 1

Troop leader: \_\_\_\_\_

Troop #: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Service unit: \_\_\_\_\_

Daytime: \_\_\_\_\_

Evening: \_\_\_\_\_

Girl name: \_\_\_\_\_

Parent name: \_\_\_\_\_

Is parent also a leader or approved volunteer? \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent owes \$: \_\_\_\_\_

NOTE: If a parent owes at the end of the sale activity, DO NOT COVER WITH TROOP FUNDS. Immediately contact the Product Program Team so the amount can be deducted from the ACH withdrawal. DO NOT WAIT-the girls have worked hard for their money. This process assures them they will have what they earned.

**Attach to this form:**

- Receipt for products received **signed by parent.**
- Receipt for any money received **signed by parent and leader.**

*\*Please explain why you are missing either of the above items.  
(Please document any and all attempts made to collect from parents.)*

Date: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Brief description of conversation: \_\_\_\_\_

\_\_\_\_\_