



Uncollected Money Report Product Sale

Must be completed and Signed by Troop Leader or SU Manager

If your troop has a parent that has not paid for the following:

- Cookies received by end of the Cookie Sale
- Nut/Candy Product received by the end of the Fall Sale

You should follow council's money collecting procedures. To be eligible for council collection assistance, please complete this report and submit it to council.

It must be e-mailed or postmarked no later than:

Cookie Sale Program – March 30
 Fall Product Sale Program – November 30

The requirements for eligibility are as follows:

- Signed Money Receipts for product distributed and money collected
- Description/outline of all verbal notifications given to parent as well as copies of written notices.
- Copy of signed Annual Permission form with Permission to Participate in Product Sales initialed by parent/guardian
- Troop paperwork submitted in a timely manner to Service Unit Product Chair

Submit form and supporting materials by due dates to:

Attn: Finance, Product Sales
1500 Palma Drive, Suite 110
Ventura, CA 93003

() **Uncollected Funds for Cookie Sale Program** () **Uncollected Funds for Fall Sale Program**

Girl's Name:		Parent's Name:	
Address		Mobile Phone	
City, State, Zip:		Number:	
Email:		Other Phone	
Amount Due:		Number:	
Troop Number:		Service Unit	
Troop Leader or		Number/Name:	
Troop PS Chair:		Troop Contact	
Comments		Phone Number:	
(attach detail(s)			
as needed):			
Signature:		Date:	

Without the above information, council will not be able to help the troop collect any money due to the troop.