



FALL PRODUCT PROGRAM COLLECTION REPORT

If you have problems collecting payment for nut/candy items from any adult/girl, follow the instructions on the back of this form for assistance with collecting. To avoid the incorrect amount being withdrawn from your troop account, submit completed form and supporting documentation to your local Service Center by **December 9, 2011**. **DO NOT DELAY** submitting paperwork, ACH withdrawals begin **December 15, 2011**.

Troop/Group # (5-digit) _____ Girl Scout Name: _____

Adult responsible for payment: _____

Address _____ City _____ Zip _____

Home # _____ Cell # _____ E-mail _____

Work # _____ Place of Employment _____

Outstanding collections are to be deducted from the *Troop Profit* **AND** the *Amount Due to Council*. Use the following to calculate the Total Collection Amount and how much will be deducted from the Troop Profit **AND** how much will be deducted from the ACH withdrawal for the Balance Due Council.

Total number of nut/candy items sold _____

Original amount due (number of items sold x price of item)

(a) _____ \$8 units x \$8 = _____

(b) _____ \$7 units x \$7 = _____

(c) _____ \$5 units x \$5 = _____

Total Amount Due (a + b + c) _____

Total Collection Amount _____

(Total Amount Due – Amount paid, if applicable)

Of the Total Collection Amount:

\$_____ is Troop Profit *deduct from T- 2 Troop Proceeds (Nut and Special)*
(number of items sold x .75)

\$_____ is Due to Council *deducted from ACH withdrawal of T-2 Balance Due Council*
(Total Collection Amount – Troop Profit)

I have documented the steps taken to collect this debt on the attached document. I have also attached the signed Participation Permission and Financial Responsibility Agreement, and signed receipts for any money received, as proof of all transactions. I declare this information is correct to the best of my knowledge.

Signature _____ Phone _____ Date _____

Print Name _____ E-mail _____

Service Center Offices:

Girl Scouts Spirit of Nebraska
Great Plains Service Center
2121 South 44th
Omaha, NE 68105
Fax: 402-558-8060

Girl Scouts Spirit of Nebraska
Grand Island Service Center
2512 North Webb Road
Grand Island, NE 68803
Fax: 308-382-2331

Girl Scouts Spirit of Nebraska
Homestead Service Center
1701 South 17th Street
Lincoln, NE 68502
Fax: 402-476-0966

Girl Scouts Spirit of Nebraska
Prairie Hills Service Center
PO Box 1004
Columbus, NE 68602
Fax: 402-564-9967

Collection Procedure

If a troop has a problem collecting money from an individual, the Fall Product Manager (FPM) should make at least two attempts to contact the parent/guardian to resolve the problem. An additional call from the troop leader to the person who owes money may resolve the issue. If the situation is not resolved by **December 9, 2011**, submit a Fall Product Program Collection Report to the Product Program Manager at your local Service Center office. The council will take every appropriate action to resolve the situation and obtain amounts due to the council AND to the troop. Follow these collection steps to facilitate recovery of money owed.

1. At the earliest sign of any collection problem(s), begin a Fall Product Program Collection Report, found in the Product Program section of the council website at www.girlscoutsnebraska.org, and notify the Product Program Manager at your local Service Center Office so they are aware of the situation.
2. On the Collection Report:
 - a. Provide as much contact information as possible for the responsible party.
 - b. Use the calculation area to determine the Total Collection Amount.
 - c. Calculate how much of the Total Collection Amount is Troop Profit by multiplying the number of nut/candy items sold by 75¢.
 - d. Subtract Troop Profit from Total Collection Amount to determine the amount Due to Council.
 - e. If a parent/guardian has made a partial payment contact the Product Program Manager at your local Service Center office for help calculating the amounts due.
 - f. Record all collection efforts and outcomes including any personal, telephone and written communication by any person in the troop on separate paperwork.
 - g. Sign and date the report.
3. Submit unresolved collections to the Product Program Manager at your local Service Center office by **December 9, 2011**, along with the following paperwork:
 - a. This Fall Product Program Collection Report.
 - b. The signed Program Participation Permission and Financial Responsibility Agreement.
 - c. All signed receipts for any portion of the money that has been paid.
 - d. For uncollected returned checks provide all documentation from the bank.
4. Upon receipt of ALL documentation, the council will institute appropriate steps based on each situation. This may include:
 - a. Sending a letter from the council Finance Department.
 - b. Establishing a payment plan through the council Finance Department.
 - c. Forwarding the problem to a collection agency and/or to legal counsel for prosecution.

The troop profit for any collections submitted by **December 9, 2011** will be returned to the troop once the money has been collected by the council.

If a check is returned after **December 9, 2011**, contact the writer of the check and ask them to provide another form of payment for the amount of the check *and* any returned check fees. If contacting the writer of the check is unsuccessful, the uncollected check should be turned over to the council for collection per the above procedures. Returned checks must be submitted for collection by **December 30, 2011**, and include a driver's license and phone number on the face of the check. For returned checks submitted for collections after **December 9, 2011**, the entire amount of the check will be returned to the troop once the money has been collected by the council.

If a troop should receive payment of any money submitted as a collection after paperwork has been provided to the council, the troop should contact the Product Program Manager at their local Service Center office to discuss options for processing the payment to clear the debt for the council and the troop.