

TIPS TO AVOID HAVING DELINQUENT ACCOUNTS

1. Make sure to get parent permission slip signed and get a receipt for cookies given to the parent
2. Stress to the leaders and girls not to take checks from purchasers (if a check is written by purchaser, have it written to the parent, not the troop.) If a girl or parent accepts a check ask them to take it to the bank the day it is collected.
3. When you take a personal check to the bank, get cash for the check – do not deposit it into an account.
4. Collect sale money weekly from the girls during the cookie sale.
5. Within the troop run a competition on percentage of collected sales each week to provide the girls with an incentive to turn in money each week.
6. Always count the money received from a girl. Do not rely on a written number on the outside of a closed envelope.
7. Always give a receipt for funds collected from the girls or parents.
8. If there is no money coming in from a girl, do not allow them to get more cookies.
9. Do a spreadsheet that shows when money comes in, the amount of money collected and how you attempted to collect any monies that may be delinquent.
10. Train your troop leaders and do detailed orientation with the parents so they understand all of the rules and procedures for the cookie sale.
11. Early in the year plan meeting programs (not cookie related) that includes all of the parents being at the meetings during the time of cookies sales.
- 12.

WAYS TO PROCEED

1. Go back to the purchaser or parent with any bad check immediately.
2. Re-present the bad check to the bank if asked to (it is strongly suggested that you do not deposit personal checks into your or the troop bank account.)
3. If your efforts to collect the money are not successful, enter the information on the Troop “Pas Due Parent Payment Report” form and the council will proceed for collection.
4. The council will notify delinquent account individual(s) that a summons and/or criminal arrest warrant will be issued for outstanding cookie money due to the council/troop.
- 5.

DELINQUENT ACCOUNT ACCOUNTABILITY

1. If a leader owes money, she will be released INDEFINITELY. If the leader makes arrangements with the council. She is still in the status of owing money. (Each situation will be reviewed on an individual basis)
2. Once debt is paid, the leader may return to a position with no money accountability.
3. If a girl owes money and the leader won't release the name, she will be taken off as a leader. If a leader releases the girl/parent name, then the leader is absolved of responsibility.
4. If a leader has extra product, she will have 10 days to notify the product sales chair of potential problem and the product sales chair may or may not inform the Girl Scout office (depending if they are confident products or can be re-distributed amongst other leaders).
5. If the service area has extra products, they have within 10 days to notify the Girl Scout Service Center (to help in the re-distribution of the product).