



End of Program Reminders for Troop 2020 Girl Scout Cookie Program

Attach to your final paperwork and turn into your local Service Unit Cookie Coordinator by **March 30, 2020.**

Service Unit _____ Troop# _____

Troop leader name: _____

Phone number _____ Email address _____

Did you:

- _____ Complete the evaluation online form (*found at www.gsvsc.org*)
- _____ Transfer product to your girls, select rewards for your girls
- _____ Confirm the "Rewards" order for your troop and submit, if needed
- _____ If your troop opted out of rewards, confirm the troop is marked appropriately in the system

Turn in:

- _____ Sales Report Summary with all cupboard and transfer troop to troop receipts attached
(Only if there is a collection issue or otherwise requested by your service unit facilitator)
- _____ Any collection issues owed by parents. Make council aware of the situation and include all documentation needed (signed parent permission slip, cookie product receipts, money receipts [if any], all communications you have sent to try and collect money)
- _____ Evaluations on paper (*please encourage every volunteer to complete one online on the GSVSC website.*)
- _____ Payment to council (*make check out to GSVSC*)
- _____ Payment to council (*using the troop debit card by calling council and paying over the phone. You will need to let your service unit facilitator know in advance that this is the option you have chosen*) ***If your payment is over \$1,000.00 you will need to contact your bank and have your limit raised for the day before you call council to make the payment.***

**Thank you for all you do to help your Girl Scouts
& have a successful program!**