TIPS ON COMPLETING TROOP ENVELOPE

- Fill in troop number, number of families and troop total (dollars) to ensure accurate awards.
- Fill in the donor's complete name and address.
- For all small business donations, check the indicated column so the business will receive proper recognition.
- Check the indicated box if this is an additional envelope.
- If donor has included Matching Gift or Volunteer Service Grant forms, check indicated column.
- Families with daughters in another troop can receive dual credit, but must place the other troop numbers and gift amount on **both** envelopes in the Dual Credit column below.

TROOP REPORT ENVELOPE

Write in Service Unit name here

Troop Campaign Representative Information

Full Name:_____ Phone:_____

Address:_____

_____

E-mail:_____

Girl Scouts®

TROOP NUMBER: _____

Number of Families in Troop: _____

TROOP GOAL = $_____

TROOP TOTAL = $_____

TROOP AWARDS* (check *only* one)

Troop awards are mailed to the Service Unit Campaign Chair at end of full campaign.

- ❑ $25 Badge & Sash Gift Certificate
- ❑ $50 Badge & Sash Gift Certificates
- ❑ $40 Badge & Sash Gift Certificate
- ❑ $75 Badge & Sash Gift Certificate

*See Troop brochure for details.

This is an additional envelope ☐

Donor is a Business	DONOR'S NAME **NOT** Girl Scout's Name: Last Name	First Name	Donor has a daughter in Scouts? YES	NO	DONOR'S FULL ADDRESS (Street, City, Zip) Include name of company if applicable	Cash $ Amount Enclosed	Checks $ Amount Enclosed	Charge Cards $ Amount Enclosed	VSG/ Matching Gifts Forms Enclosed	DUAL CREDIT For Dual Credit gifts list other troops and gift amount to receive credit for gift
					SUBTOTAL — FRONT OF ENVELOPE					
					SUBTOTAL FROM BACK OF ENVELOPE					
					GRAND TOTAL Grand total should equal exact amount of cash, checks and charges enclosed in this envelope.					

PLEASE PRINT LEGIBLY

Please Do Not Write One Troop Check

Use back of envelope if more space is needed— be sure to transfer that SUB-TOTAL to the front.

Please turn in envelope to your Service Unit Chair as soon as funds are received.
Delayed envelopes can result in expired credit cards, bounced checks and irate donors!

TROOP REPORT ENVELOPE

Girl Scouts®

TROOP NUMBER

Use this side of envelope if more space is needed— be sure to transfer the SUB-TOTAL to the front.

Donor is a Business	DONOR'S NAME **NOT** Girl Scout's Name		Donor has a daughter in Scouts?		DONOR'S FULL ADDRESS (Street, City, Zip) Include name of company if applicable	Cash $ Amount	Checks $ Amount	Charge Cards $ Amount	VSG/ Matching Gifts Forms	MISCELLANEOUS For Matching Gifts/VSG print name of employer For Dual Credit gifts list other troops to receive credit for gift
	Last Name	First Name	YES	NO						

PLEASE PRINT LEGIBLY
Please Do Not Write One Troop Check

SUBTOTAL — BACK OF ENVELOPE

Be sure to transfer the other side SUB-TOTAL to the front.

Please turn in envelope to your Service Unit Chair as soon as funds are received.
Delayed envelopes can result in expired credit cards, bounced checks and irate donors!