

## **Cookie Credit Form Use Instructions**

The following *Cookie Credit Form* should be used for reimbursement of expenses for the following:

- Costs associated with fee-based troop and community trips that have been approved by GSHH per GSUSA *Safety-Wise* standards. Example: travel outside of the council jurisdiction or an overnight trip;
- Fees associated with community camping;
- Fees associated with council-sponsored trips and programs, such as those found in *CONNECTIONS*
- Any program or event that requires a *Trip Activity Notification* form.

Leaders should complete the following *Cookie Credit Form*, listing each girl's name, the cookie card serial number, and the amount each girl is requesting. The completed form, along with the approved *Trip Activity Notification* form (if required for the event), and the physical cookie cards for each girl should be submitted to the Product Sales Manager at the regional office that serves the troop's community.

The Product Sales Manager will verify card numbers and balances, and will also verify that the trip/event qualifies and has been approved. Reimbursement will be made in the form of a check to the troop for the total amount requested on the form.

**Please allow 4-6 weeks for processing.**

