TROOP/GROUP DUES RECORD

Troop #: _____ Year: _____

This record is kept by the troop leader, group coordinator or the treasurer where the troop/group collects dues from its members. IMPORTANT: This record, or copy of it, should be forwarded as the leadership of the troop/group changes. This record is the property of the troop/group to which the record applies and is not the property of the person who keeps the record.

Use the following symbols/marks on your chart to indicate status of dues collected from each girl: X shows dues are paid in full; $ (amount paid) show the portion of dues paid; an empty box shows no dues paid. Once the dues are finally paid in full, in the case of non-payment or partial payment, write an X in the box to show full payment. Write the month on the top line over the columns used in that month. TIP: At the end of a month, draw a red vertical line down the side of the last column used. This will help you distinguish between each month.

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