



Disbanding Troop Procedures

All disbanding troops shall submit a Notice of Disbanding Troop Form to the Service Unit Administrator within 30 days of the decision to disband.

Before the Troop Disbands

- Check with the troop parents to see if there is a volunteer willing to take over the leadership of the troop. Include the SU Administrator in this meeting to assist or the Membership Development Coordinator if the Organizer is unavailable.
- If the troop is not continuing, notify the parents of existing troop funds and give the opportunity for the girls in the troop to use the monies prior to disbanding.

Placement of Girls

- Every effort should be made to transfer those girls wishing to continue into another troop if that is what they are interested in. It may be necessary for girls to be placed into different troops. Be sure to advertise all of the pathways to the girls.
- Your local Recruiter or SU Administrator is available to assist you in placing girls (part of our SU Team). If the girls cannot be placed in other troops, they can become an individually registered Girl Scout and participate in other pathways.

Troop Funds and Other Assets

- Girls and leaders, with the help of the Service Unit Team, should make the decision as to the distribution of the troop funds and other assets, if the girls are being placed in another troop(s). Generally, the balance is divided by the number of girls going to troops and is transferred to the new troop accounts with each girl. The leader will write one check to the Service Unit for the total amount and the SU Treasurer will distribute the funds to the new accounts when all registrations have been received for girls who are transferring. Do not write checks directly to the new troops.
- If none of the girls are placed in another troop(s), remaining troop funds from the disbanded troop shall be given to the Service Unit Administrator and forwarded to the Girl Scouts of Black Diamond Council within 30 days of the troop disbanding. The council will hold the funds for 2 years. If the troop/group is reactivated during that time period the funds will be returned to the troop or continuing girls. At the end of the second year, unclaimed funds can be returned to the Service Unit to be used for girl programming if requested within nine months.
- Upon writing the final check to clear the troop checking account. The Service Unit Treasurer will contact the bank to close the account. Please provide a final bank statement and all remaining checks and debit card when the last checks have cleared to your Membership Development Coordinator.
- Contact _____ with more questions.

Thank you for your continued help to make the girl's transition to a new troop a positive experience! We appreciate all you have done for Girl Scouting!

Checklist for Troops Changing Leaders or Disbanding

This checklist is a tool for Service Unit Administrators and Leaders when over-seeing a change of leadership or disbanding troop.

Troop #: _____ Leader: _____

Reviewed by Service Unit Administrator: _____

Final troop meeting date: _____

Be sure to return any books, videos, equipment, flags, program kits, etc. that the troop may have received from or is on loan from GSBDC or the Service Unit.

When changing leadership, the following must be given to the new leader or service unit manager.

Financial Records

- Troop dues record sheet up-to-date
- Completed inventory
- Checking account signature card/bank statements/remaining checks/debit card
- Detail cash record sheet and/or bank account register
- Receipts for all transactions within the past year
- Petty Cash

Troop Records

- Completed troop information form with committee member names.
- Individual girl record sheets completely filled out
- Troop attendance sheet up-to-date
- Troop copy of registration forms
- Medical history forms
- Any recognition which needs to be awarded

Troop Property

All troop property will remain with troop _____

Give to Service Unit _____

- Other troop property
- Troop flag and/or American flag
- Camping Equipment
- Craft materials, program supplies
- Troop books (i.e. Journey books, Girl Guides and songbooks purchased with troop funds)

Notice of Disbanding Troop

Within 30 days of the last troop meeting, complete both sides of this form and submit to the Service Unit Administrator with troop records, inventory and checkbook.

Troop #: _____ Date Troop will/did disband: _____

Please indicate the number of girls at each level:

- Daisy _____
- Junior _____
- Senior _____
- Brownie _____
- Cadette _____
- Ambassador _____

Troop Leader: _____ Phone: _____

Email: _____

Reason for disbanding:

Troop Funds

Answer each statement that applies:

A check made payable to "Service Unit _____" for \$_____ is attached.
The funds of \$_____ should be transferred to the troop(s) that the girls are joining (balance split by the numbers of girls remaining in Girl Scouts).

The troop has closed its bank account and used the funds for

The final bank statement and receipts is attached or was turned in on _____

Troop Equipment

Records have been given to _____

Troop owned inventory has been dispersed as follows:

Service Unit Use Only

- Year End Review Form _____
- Removed from mailing list _____
- All girls accounted for _____
- All forms submitted _____
- Funds to new troop(s) _____
- Checkbook/Register submitted _____
- All equipment submitted _____
- Bank Account Closed _____

Date Service Unit Administrator Received _____

Date Service Unit Treasurer Received _____

Date Disband Completed _____

Date Troop Check in with Service Unit Acct _____

