

Procedure for Disbanding a Troop

Definition: A disbanding troop is a troop that will no longer meet or participate in Girl Scout activities. If after a membership year (October 1 to September 20th), the troop has not registered, then the troop will new to start anew.

Procedure for Disbanding a Troop:

- 1. Before the troop disbands, make an effort to find new leadership in order for the troop to continue. Troop parents or other community members, 18 and older, may be willing to take over as leaders. Do not hesitate to contact your Field Executive for guidance.**
- 2. If no one steps up to lead, the girls should decide what to do with the remaining troop funds and assets. Girls may decide to use the funds/assets for one last Girl Scout activity or to make a donation to a worthwhile organization or group. Please note that troop funds cannot be given directly to individual girls. See *Volunteer Essentials* (Chapter 5: Managing Group Finances) for more details.**
- 3. If the troop disbands before spending all funds and/or donating all assets, the remaining funds must be submitted to council in the form of a troop check made out to GSHNJ and the bank account must be closed. Council will hold the funds in escrow for one year after the troop disbands. If girls register with other troops within that one-year period, a percentage of the disbanded troop's funds will be given to the new troop. Assets should also be submitted to the Service unit.**
- 4. Complete the items on the Disbanding Troop Checklist.**

Disbanding Troop Checklist:

- Notify Service Unit Manager and council Field Executive**
- Complete Disbanded Troop Form**
- Complete Annual Troop/Group Financial Statement**
- Complete detailed bank activity record**
- Submit check, made out to GSHNJ, for remaining funds, and provide documentation of closed account**
- Give Individual records of girls to leader of new troop, if applicable**
- Meet with council Field Executive to turn in all forms and funds**

Disbanded Troop Form

Submit this form to your council Field Executive within 30 days of disbanding

Service Unit: _____ Troop #: _____ Level: _____ Effective Date: _____

Leader Name: _____ Leader Phone: _____ Leader Email: _____

Reason troop disbanded: _____

Roster of girls registered to disbanding troop:

Girl's Name	Discontinuing	Place On Waiting List	Joined Troop #

Completed by: Volunteer: _____ Signature: _____ Date: _____

Reviewed by: Field Executive: _____ Signature: _____ Date: _____

Received by: CFO: _____ Signature: _____ Date: _____