

Disbanded Troop Process

Definition

A disbanded troop is a troop that is no longer meeting or the troop has not registered for at least 3 months from the expiration date of the last registration.

If a girl or girls decide to leave a troop because she/they want to join another troop, or the parents want to form a new troop, the troop is not considered disbanded.

What does the Troop Leader need to do?

If the troop leadership of an existing troop decides not to continue or if the troop decides to stop meeting during the membership year, the leader is to:

1. Notify your Community Leader/Troop Specialist.
2. As a troop/group, decide on how to use existing troop funds. Encourage this decision to be made by the girls. Please note: Troop funds are for Girl Scout activities and are not to be retained by individuals as their property. Troops may decide to contribute a portion of their group treasury to organizations or projects they consider worthwhile (Reference: Volunteer Essentials - Managing Troop Finances).
3. Complete the Disbanded Troop Report Form.
4. Complete the Troop Financial Report.
5. Get a cashier's check for any remaining troop funds (which will close the account) or issue a troop check and close the account after the check has cleared.
6. Turn everything (checkbook, bank statements, ATM cards, deposit slips, supplies/materials and the final Troop Financial Report) in to the Troop Specialist.
7. Delete Troop Facebook pages or groups and take down related Troop websites.

What the Community needs to do:

1. Ensure the Disbanded Troop Report Form has been completed.
2. Ensure the Troop Financial Report has been completed.
3. Notify all appropriate Community Team members of the troop disbanding.

What the council will do:

1. If the troop is reorganized within 12 months, the money will be returned to that troop.
2. Troop leaders who add girls from a disbanded troop may send a written request to the finance department for the proportionate amount of any remaining funds for the girls they absorb. Funds will be sent to the troop.

Disbanded Troop Report

Girl Scouts of Gateway Council Disbanding Troop Policy: *Funds and equipment of disbanded troops/groups are the property of Girl Scouts of Gateway Council and will be returned to the keeping of the council. If reorganization of the troop/group does not take place within 12 months, the resources will be used by the council in the interest of Girl Scouting.*

This form should be completed by the existing troop leader or community team member and submitted to the Troop Specialist whenever a troop disbands. Please list any additional comments on the back of this report.

Instructions:

1. Gather troop resources, i.e. handbook, leader's guide, etc., and financial records. If account has been closed, be sure to cut or shred all blank checks and bank cards. If it is likely that the troop will reorganize in the near future, also pack/store other reusable equipment, i.e. scissors, first-aid kit with the troop resources. Otherwise, recycle troop equipment, and consumable supplies, i.e. markers, glue, craft supplies, etc., to other troops in your area.
2. Inventory the items that are being stored and note how you distributed other equipment and supplies on this form and forward it to your Troop Specialist.

Note: The Troop Financial Report must be completed each year on June 15th and January 15th and/or prior to a troop's disbanding.

Troop # _____ Community _____ Grade Level D Br Jr C Sr A

Volunteer Status:

- Will continue in a new volunteer capacity
- Will not continue in any volunteer capacity

Reason for disbanding: (Check all that apply)

- Lack of volunteer leadership
- Girls weren't interested anymore
- Initiated by community and/or council
- Other (please specify)

Girls from this troop:

- Were placed in another troop (# of girls _____, troop # _____ #of girls _____, troop# _____)
- Need to be placed in another troop (# of girls _____)

*Please list the names of girls needing placement or assistance on the back of this form.

Status of troop funds:

- All troop funds were spent prior to disbanding and the troop bank account has been closed.
- Troop Account closed on ____ / ____ / ____ by _____ (name)
- Funds were donated to: _____ based on the decision by the girls in the troop.
- Check is attached for the balance remaining in the troop bank account, last bank statement, and the checkbook has been turned over to _____ (name).

Status of other troop resources:

- Supplies and equipment were given to _____ (name).
- Individual girl records (if any) have been given to _____ (name).
- Troop Financial Report has been completed and forwarded to my assigned Troop Specialist.
- Troop related social media outlets have been deleted, disabled or transferred to another volunteer

Volunteer/Staff Submitting Report

Volunteer/Staff Position

Date