

# 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 Volunteer need to do?

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

1. Notify your Service Unit Manager or Relationship Manager of disbandment.
2. As a troop, decide how to use existing troop funds. 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 the troop treasury to organizations or projects they consider worthwhile (Reference: Volunteer Essentials- Managing Troop Finances). At no time may a troop refund dues/expenses paid or distribute cash or cash equivalents (including gift cards) to the girls or other individuals. Encourage this decision to be made by the girls.
3. Complete the Disbanded Troop Report Form.
4. Complete and submit the Troop Financial Report to Troop Banking Specialist within 30 days of giving notification of disbandment.
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. Shred any remaining blank checks and bank cards.
7. Delete Troop Facebook pages or groups and take down related Troop websites.

## What the Service Unit needs to do:

1. Ensure the Disbanded Troop Report Form has been completed.
2. Ensure the Financial Worksheet has been completed.
3. Notify all appropriate Service Unit 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 administrators 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 Southern Appalachians' Disbanded Troop Policy: Funds and equipment of disbanded troops are the property of Girl Scouts of Southern Appalachians and will be returned to the keeping of the council. If reorganization of the troop does not take place within 2 months, the resources will be used by the council in the interest of Girl Scouting.*

This form should be completed by the existing Troop Administrator and submitted to the Troop Banking Specialist within 30 days of your troop's disbandment. Please list any additional comments on the back of this report.

**Instructions:**

1. Gather troop resources, i.e., handbooks, troop administrator's guide, etc., and financial records. If the 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 the Troop Banking Specialist.

Note: A final Financial Worksheet must be completed and submitted to the Troop Banking Specialist within 30 days of the troop's disbandment.

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_ Grade Level  D  Br  Jr  C  Sr  A

Relationship Manager Notified \_\_\_\_\_ (date) 30 Day Deadline \_\_\_\_\_ (date)

Volunteer Status:  Will continue in a new volunteer capacity.  Will not continue in any volunteer capacity.

**Reasons for disbanding: (Check all that apply)**

- Lack of volunteer leadership
- Girls were not interested anymore
- Initiated by service unit and/or council
- Other (please specify)

**Girls from this troop:**

- Were placed in another troop (troop # \_\_\_\_\_, # of girls \_\_\_\_\_, troop # \_\_\_\_\_, # of girls \_\_\_\_\_)
- Need to be placed in another troop (# of girls \_\_\_\_).
- Please list the names of the girl's 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 and turned over to \_\_\_\_\_
- The council needs to request account closure (must be approved by the Regional Director).
- A final Troop Financial Worksheet has been completed and forwarded to the Troop Banking Specialist.

**Status of other troop resources:**

- Supplies and equipment were given to \_\_\_\_\_ (name).
- Individual girls' records (if any) have been given to \_\_\_\_\_ (name).
- Troop related social media outlets have been deleted, disabled, or transferred to another volunteer.

\_\_\_\_\_  
Volunteer/Staff Submitting Report

\_\_\_\_\_  
Volunteer/Staff Position

\_\_\_\_\_  
Date

\*\*\*\*\*Official Office Use\*\*\*\*\*

Report Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

[info@girlscoutcsa.org](mailto:info@girlscoutcsa.org)

Updated 4/20/2023