Troop Disband Checklist

A **disbanded troop** is a troop that has decided not to re-register by October 1, is not meeting during the Girl Scout year, or is a graduating 12th-grade ambassador troop.
Once a troop has decided to disband, the following steps need to be completed for proper troop closure.

☐ **Step 1: Why disband?** There are a variety of reasons why troops decide to disband, including leaders moving away or leaders being unable to continue to lead. If girls are graduating high school, skip to Step 3.

☐ **Step 2: Are you sure?**
    ☐ Have you held a parent and girl meeting to discuss this? Are they aware of this decision?
    ☐ Have you attempted to secure new leadership for the troop by speaking to other volunteers and adults in the troop?
    ☐ Have you looked at all other options to try to keep the troop together? Adjusting meeting schedules, and program activities, are all viable options that should be considered.

It is important that everyone in the troop has a say in the process and that all possibilities are taken into consideration. If new leadership is secured, make sure to have the new adults complete the banking change form to remove the adults who are leaving the troop and add on the new adults. If no new leadership is secured, continue to Step 3.

☐ **Step 3: Involve your Service Unit and Girl Scout Council** - Have you discussed this decision with your Service Unit and Council's Membership Manager? They may offer advice on how the troop may be able to continue. If the troop does not have a viable future, continue to Step 4.

☐ **Step 4: Outstanding incentives, badges, and recognitions** - Make sure to distribute any outstanding incentives, earned badges, and recognitions, if applicable. Continue to Step 5.

☐ **Step 5: Existing Troop Funds** - What is the plan to use existing troop funds before the troop disbands? This decision should be guided by the girls' input. Please keep in mind that:
    ☐ Troop funds belong to the troop, regardless of how much each individual girl may have earned while participating in the Fall or Cookie programs, or other money-earning activities. Hence it is the property of the troop, and the decision should be guided by girls' input and in accordance with the Girl Scout program.
    ☐ Troop funds CANNOT be spent on non-members or by non-members.
    ☐ Make sure all payments made through the troop bank account have cleared the bank.
    ☐ Troop funds CANNOT be distributed to individual girls or adults for their personal benefit, either as direct cash, funds, scholarships, or in the form of an asset (gift cards, etc.)
    ☐ Troop funds can be used to celebrate the troop's achievements, next year's membership registrations, summer camp opportunities, and Lifetime memberships for graduating girls.
    ☐ Funds remaining in the account when the troop is disbanded will revert to Council and be allocated as follows:

- o **If all the girls** continue in Girl Scouts, and new leadership is identified, troop funds remain with the troop, and an "Opening a Bank Account/Making Changes to an Existing Troop/Service Unit Account" form needs to be completed to make changes to an existing bank account.
- o **If any of the girl(s)** join a different troop, a portion of the money will follow the girl(s) to the new troop. The portion of the money is determined by the number of registered girls when the troop disbanded, and the amount of money left in the troop's account.

- If any of the girl(s) choose to transition to different troops (two or more), funds will be apportioned among those troops based on how many girls join each troop,
- If none of the girls join another active troop, funds are held by the Council for one year. If after one year, none of the girls join a new troop or participate in any Council-provided programs as an Individually Registered Girl Scout, such as camp, the funds will be used for financial assistance and support girl programs.

How does the allocation work?
Troop XXXX has 10 registered girls with $500 remaining in the troop account. 5 girls are continuing with a new troop, and 5 are not. Once Council receives the funds from the bank after the account is closed, Council will issue a check for $250 to the new troop who will take on the 5 girls. Council will hold onto the remaining $250 for 1 year in case any of the other 5 girls choose to continue with Girl Scouts. After 1 year, the remaining funds will be used as financial assistance for girls in need.

☐ **Step 6: Troop Resources or Equipment -** What is the plan for disposing of troop resources (books, cookie booth items, etc.) and troop equipment?

☐ Girls should have a say in what happens with troop resources and equipment.

☐ Troop assets, such as camp equipment, craft supplies, or purchased materials, such as books CANNOT be given to an individual.

☐ The troop may decide to donate these items to a younger Girl Scout troop or give these resources to the Service Unit or the Council office.

☐ **Step 7: Troop forms that need to be completed and submitted to Council once the above steps have been completed.**

☐ Complete the Troop Disband Form on page 3

☐ All troop bank statements from May of the disband year until the end of the troop life with signatures of both signers, including detail for each credit/debit.

Both the Troop Disband form and the troop bank statements must be completed and submitted to the Council office at customercare@girlscouts-ssc.org, once the above steps have been completed.

☐ **Step 8: Troop documentation** Volunteers should not keep any documentation regarding girls or adults.

☐ All girl or volunteer documentation, such as health history forms, rosters, permission slips, etc., must be shredded or given to your Council's Membership Manager for shredding.

☐ Turn in your checkbook, and debit cards to your Council's Membership Manager or destroy them by shredding them.

☐ **Social Media**, i.e., Instagram, Facebook pages, and all other social media platforms should be deleted.

☐ **Annual Reports, Bank Statements, Expense receipts, deposit slips**, all troop financial information must be kept for a period of 7 years, even if a troop disbands or retires (graduating girls) and available to be submitted to Council at the request of the IRS.

Your hard work has made a difference in the lives of your girls.
We thank you for all you have done for your girls and for the adults in your troop!

girl scouts of silver sage	**TROOP DISBAND NOTICE**	**Girl Scouts of Silver Sage** **8948 W Barnes St, Boise, ID 83709** **(208) 377-2011 or (800) 846-0079** **www.girlscouts-ssc.org** **customercare@girlscouts-ssc.org**

Troop Information

Troop # _____ Service Unit #: _____

Troop Leader 1 Name: _____

Best Phone Number: _____

Troop Leader 2 Name: _____

Best Phone Number: _____

Girls in Troop _____ # Girls Not Continuing _____ # Girls **Not** Placed with another Troop _____

Girls Placed with another troop _____

Note: Complete the troop roster detail on page 5

Reason for Disbanding:

☐ Girls are graduating   ☐ Other – detail below.

_____

_____

_____

Financial Information

Has the current Troop Annual Report been filed? _____Yes _____No   If yes, date _____

Name of Bank: _____ Branch: _____

Account #: _____

Signers on Account (if different than leaders above):

_____

Date Closed: _____ Ending Balance: $ _____

Note: Remember that troop funds can NEVER be issued to an individual girl(s) or adult(s)!

How have you disposed of the Troop's assets (funds and equipment)?

_____

_____

To best continue serving these girls, please provide detailed information regarding their status in Girl Scouts.

Girl's Name:	Grade:	Status: placed, waiting list, not continuing:	New Troop Number	Money Paid Out: Date, Amount, & Payable to:

(Use a separate sheet if more girls need to be listed)

Authorization

_____
Troop Leader Signature/Date

_____   _____
Council Staff Signature/Date   Service Unit Manager Signature/Date

In the event troop leaders are not available to complete this form, please note who completed this form:

_____ Date: _____

Troop Leader—Give this completed form to your Service Unit Manager for approval, who will forward it to the Customer Care Team at customercare@girlscouts-ssc.org or mail it to the Boise Council office address.