



## Disbanded Troop Form

**Troop Leader:** Submit completed form to Leader Support Manager or Treasurer along with a final *Troop/Group Finance Report* and any other supplies or materials belonging to the troop.

Service Unit # or SU Name	Troop #	Program Level (e.g., Daisies, etc.)	Number of Girls
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**Girls from this troop:**

Were placed in another troop. # of Girls: \_\_\_\_\_ New troop #: \_\_\_\_\_  
 Need to be placed in another troop # of Girls: \_\_\_\_\_  
 Please enter the names of the girl(s) moving to the new troop here:

Want to become Individual Girl Scouts  
 Please enter the names of the girl(s) becoming Individual Girl Scouts:

**Reason for disbanding:** *(required, choose at least 1)*

- Leader chose to leave
- Leader not supported
- Girls lost interest
- Graduating Seniors
- Dissatisfied with Girl Scout program and/or process
- Other (please specify) :

**Status of troop funds:**

All troop funds were spent prior to disbanding and the troop bank account has been closed.  
 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).  
 Please attach a list of the supplies and equipment.  
 Individual girl records (if any) have been given to \_\_\_\_\_ (name).  
 Troop/Group Finance Report is complete and turned in with this form. One copy has been forwarded to the Service Unit Treasurer.

Troop Leader's Name:	Phone
Troop Treasurer's Name:	Phone
Person Submitting Report:	<i>(required)</i> Date

Signature of LSM or Treasurer	Date
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**This completed form and remaining troop funds plus all financial records and supplies are turned over to the council by the receiving service team member. By completing this form, you acknowledge that all troop funds have been or will be spent by September 30 of the current membership year. Troop bank accounts will be closed starting October 1.**

# Troop Leaders and Service Teams

## Definition

A disbanded troop is a troop that is no longer meeting, and has not registered for the new membership year as of October 1.

If a girl or girls decides 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. Refer to [Volunteer Essentials, Chapter: Money, Topic: Disbanding, Merging, Bridging or Splitting Groups](#).

## Troop Leader Responsibility

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:

- Notify your Leader Support Manager or Service Unit Treasurer
- Decide on how to use existing troop funds. Encourage this decision to be made by the girls. Please note: “The funds are for Girl Scouts activities and are not to be retained by individuals as their property” and “girls may contribute a portion of their group treasury to organizations or projects they consider worthwhile” (excerpted from [Volunteer Essentials, Chapter: Money, Topic: Disbanding, Merging, Bridging or Splitting Groups](#)). Appropriate use of funds includes choosing a program activity; donation to Juliette Gordon Low World Friendship Fund or Girl Scouts of Northern California Council financial assistance (helping other girls in need); purchasing Lifetime Membership for graduating high school seniors; or a donation to another organization of the girls’ choice.
- Complete the [Disbanded Troop Form](#). This form is available online from the council website [Council website](#).
- Complete a [Troop/Group Finance Report](#) from the [Council website](#)
- Turn checkbook, bank statements, ATM cards, troop supplies/materials and the final Troop/Group Finance Report in to your Leader Support Manager or Service Unit Treasurer

## Service Unit Responsibility

- Receive, review and process the Disbanded Troop Form
- Receive, review and process the Troop/Group Finance Report
- Notify all appropriate Service Unit Team members of the troop disbanding

## Council Responsibility

- The Volunteer Experience Team will close the bank account
- Please note:
  - If the troop is reorganized within 12 months, troop funds will be returned to the new troop upon receipt of the troop leader’s written request. These guidelines can be found in the [Volunteer Essentials, Chapter: Money, Topic: Disbandment Procedures](#).
  - Troop leaders who add girls from a disbanded troop may request funds from the disbanded troop in writing to GSNorCal’s Volunteer Experience Team

### Office Use Only

Troop disband initiated by:

- Leader
- Service Unit
- Council Staff

Date: \_\_\_\_\_