



Girl Scouts of Northern California
Disbanded Troop Process
Troop Leaders and Service Teams

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. Refer to Financial Procedure for when Groups or Troops Change.

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:

- Notify your Service Unit Director/Leader Support Manager or 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 Scout 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 Safety-Wise Program Standard 28, pg. 74). Appropriate use of funds includes choosing a program activity; donation to Juliette Gordon Low World Friendship Fund or Girl Scouts of Northern 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 on line from the council website www.girlscoutsnorcal.org).
- Complete an Annual Troop/Group Financial Report.
- 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.
- Turn everything (checkbook, bank statements, ATM cards, deposit slips, endorsement stamps, troop supplies/materials and the final Troop Annual Finance Report) in to your Service Unit Director/Leader Support Manager or Treasurer.

What the Service Unit needs to do

- Ensure the Disband Troop Form has been completed
- Ensure the Annual Troop/Group Financial Report has been completed
- Turn in the financial records to the Council
- Notify all appropriate Service Unit team members of the troop disband.

What the Council will do

- If the bank account has not been closed, the membership department will close the account.
- If the troop is reorganized within 12 months, the money will be returned to that troop.
- Troop leaders who add girls from a disbanded troop may send a written request to the membership department for a proportionate amount of any remaining funds for the girls they absorb. Funds will be sent to the troop.



Girl Scouts of Northern California
Disbanded Troop Form

Troop Leader – submit completed form to Service Unit Director/Leader Support Manager or Treasurer, along with a final Troop Annual Financial Report and any other supplies or materials belonging to the troop.

Service Unit _____ Troop Number _____ Age Level(s) _____ Number of Girls _____

Girls from this troop:

Were placed in another troop (# of girls ____, troop # _____)

Need to be placed in another troop (# of girls ____).

Want to become Juliettes

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

Reason for disbanding:

Lack of leadership

Lack of girl members

Girls weren't interested anymore

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). List of supplies attached.

Individual girl records (if any) have been given to _____(name).

Troop Annual Financial Report is complete and turned in with this form. One copy is forwarded to the Service Unit Treasurer.

Product sale banking cards, endorsement stamp, deposit slips, and any other banking materials have been given to _____(name).

Troop Leader's name _____ Phone _____

Troop Co-Leader's name _____ Phone _____

Person Submitting Report _____ Date _____

Signature of SUD/ LSM or Treasurer _____ Date _____

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.

<i>Office Use Only</i>	
Troop disband initiated by: ___Leader, ___SU, ___Council	
Staff: _____	Date: _____