



## Disbanding Troop Checklist

Troop: \_\_\_\_\_ Area: \_\_\_\_\_ # of Girls: \_\_\_\_\_ Level: d b j c s a

Leader: \_\_\_\_\_ Co Leader: \_\_\_\_\_

Reason for disbanding: \_\_\_\_\_

### Checklist:

- Notify your Area Manager and Membership Specialist if you intend to disband.
- If the girls want to continue as a troop, determine if a parent or guardian is willing to take over leadership of the group. If so, refer potential leader to Area Manager or Membership Specialist for proper volunteer interview, screening and placement process.
- If not, complete the Disbanding Troop Roster, indicating each girl's interest in continuing with Girl Scouts in a different troop or pathway.
  - Contact your area manager and your membership specialist for assistance in placing girls in new troops and providing them information about participating in different pathways.
- Make sure each girl is aware that other troops and pathways are available.
- Help girls decide how they want to disburse troop equipment – give to a new troop, donate to the area or give to the nearest regional office for distribution to girls in need
- Help girls decide how the remaining troop funds will be used – troops may choose to donate funds to Girl Scouts Heart of Michigan, to another troop, the area, another worthwhile organization or use them for an appropriate Girl Scout activity. Remaining funds may never be distributed to girls or families.
- Verify all outstanding checks have cleared the troop bank account.
- Complete the Annual Troop Finance Report.
- Close the troop bank account.
- Submit paperwork to the nearest regional office

**Submit the following items to the Area Manager and /or Membership Specialist within 10 business days of the final troop meeting:**

- Disbanding Troop Checklist and Roster
- Annual Troop Finance Report and Checkbook Register
- Remaining funds, if any
- Final bank statement, reflecting a zero balance
- Check book and debit card, if applicable
- Any other financial records
- Troop supplies and/or equipment , if any

