

## Disbanding Troop Checklist

Troop #: \_\_\_\_\_ Service Unit #: \_\_\_\_\_ # of Girls: \_\_\_\_\_ Grade Level: d b j c s a

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

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

- Notify your Service Unit 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.
  - Refer potential leader to your Service Unit 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 Service Unit 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
- Troop Funds
  - Funds may only be spent by girls in troops that are registered for the current Girl Scout year. Troops are encouraged to donate unused funds to Girl Scouts Heart of Michigan to support our camps or financial aid for our girls.
  - A portion of troop funds should be transferred to the troop that a girl member will join once the troop has disbanded.
  - All remaining troop funds must be submitted to the Membership Specialist for deposit into the Troop Treasuries Held account at Girl Scouts Heart of Michigan. This money will be prorated and available on request for girls who decide to re-register and join another troop or become a Juliette after the troop has deposited the remaining troop funds.
  - Remaining funds, in any form, may never be distributed to girls, families or volunteers.
- Verify all outstanding checks have cleared the troop bank account.
- Complete the Annual Troop Finance Report.
- Close the troop bank account.

**Submit the following items to the 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
- 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

