



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. Review the process for disbanded troops on the next page and in the Council Resource Guide.

Service Unit	Troop #	Age Level	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 Juliette Girl Scouts
- 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.
- Funds donated to other Girl Scouts:
 - Juliette Low World Friendship Fund
 - Girl Scouts of Northern California Financial Assistance Fund
- Funds were donated to: _____ based on the decision by the girls in the troop/group.
- 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 has been 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

Office Use Only

Troop disband initiated by:

- Leader
- Service Unit
- Council Staff

Date:



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](#) in the Council Resource Guide.

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:

1. Notify your Service Unit Director/Leader Support Manager or Treasurer.
2. Help the girls decide on how to use existing troop funds. This decision must 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.
3. Complete and submit the [Disbanded Troop Form](#)
4. Complete an Annual Troop/Group Financial Report.
5. 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.
6. 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 Disbanded Troop Form has been completed and submitted.
- Ensure the Annual Troop/Group Financial Report has been completed and submitted.
- Turn in the financial records to Girl Scouts of Northern California local membership department.
- Notify all appropriate Service Unit Team members of the troop disbanding.

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.