



Disbanding a Troop

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

All disbanding troops shall submit a Notice of Disbanding Troop to the Service Unit Registrar within 30 days of the decision to disband.

BEFORE THE TROOP DISBANDS

- Check with troop parents to see if there is a volunteer willing to take over the leadership of the troop.
- If not, notify parents of existing troop funds and give the opportunity for the girls in the troop to use monies prior to September 30.

PLACEMENT OF GIRLS

- Every effort should be made to transfer those girls wishing to continue into another troop. It may be necessary for girls to be placed into different troops.
- The organizer is available to assist you.
- If the girls cannot be placed in other troops, they can be placed on the service unit placement list or become a "Juliette".

TROOP FUNDS AND OTHER ASSETS

- Girls and leaders, with the help of the service team if necessary, should make the decision as to the disposition of troop funds and other assets, if the girls are being placed in another troop or troops.
- If none of the girls are placed in another troop or troops, remaining troop funds from the disbanded troop shall be deposited in the service unit account and will be held for one year. *Do not close your troop account until the check made payable to the service unit has cleared.* Contact the Service Unit Treasurer to find out what to do with the account. The SU may wish to recycle the account to a new troop if the account has no monthly fees.
- Complete and review the Annual Troop Financial Report and submit to the Service Unit Manager.
- Contact _____ with more questions.



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*Within 30 days of the decision to disband,
complete both sides of this form and submit to the Service Unit Registrar.*

Troop #: _____ Date troop disbanded/will disband: _____

Please indicate the number of girls in each grade level:

Daisy	Brownie	Junior	Cadette	Senior	Ambassador
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Troop Leader: _____ Day Phone: _____

E-mail: _____

Reason for disbanding: _____

Please have Membership Director contact me

TROOP FUNDS – ANSWER THE STATEMENT THAT APPLIES:

- A check made payable to the Service Unit for \$_____ is attached.
- The funds of \$_____ have been transferred to the troop(s) that the girls are joining.
- The troop has closed its bank account and used the funds for _____

Date the Annual Troop Financial Report was sent to the Service Unit Manager: _____

TROOP EQUIPMENT:

- Records have been given to: _____
- Troop owned inventory has been dispersed as follows: _____

SERVICE UNIT USE ONLY:

Service Unit Registrar _____ Date Rec'd _____ Service Unit Treasurer _____
 Date forwarded to Service Unit Treasurer _____ Date troop check deposited in SU account _____

