

All troops shall submit Troop Transition Notice to the Member Support Specialist at GSHCC, or the Service Team Coordinator in your Service Unit, when Leaders and/or girl(s) change Troop Leadership.

BEFORE THE TROOP TRANSITIONS

- For transitioning troop leader(s), check with troop parents to see if there is a volunteer willing to take over the leadership of the troop and input on the Troop Transition Notice.
- 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.
- For transitioning girl(s), confirm with girl's parent which troop she is transferring to and input on Troop Transition Notice.

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 Member Support Specialist and the Girl Placement Specialist at council are available to assist you with the transition of girls and adults. If available in your Service Unit, the Retention Coordinator can also provide assistance with troop transitions.
- If the girls cannot be placed in other troops, they may become a Girl Scout "Juliette" which is a Girl Scout who can participate in all Girl Scouts has to offer as an individual member.

TROOP FUNDS AND OTHER ASSETS

- Girls and leaders, with the help of the service team if necessary, should make the decision as to the disbursement of troop funds and other assets, for the girls transferring to another troop(s).
- If none of the girls are placed in another troop or troops, remaining troop funds from the troop shall be deposited in the Service Unit account and will be held for one year. Contact the Service Unit Treasurer for instructions. *Do not close the troop's bank account until advised by the Service Unit Treasurer to do so.*
- Complete and submit the troop's final Annual Financial Report on the Volunteer Tool Kit in MyGS.
- Questions? Contact the Member Support Specialist at GSHCC, or the Service Team Coordinator or Retention Coordinator in your Service Unit.



Troop Transition Notice

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girlscoutshcc.org

Before September 30, or within 30 days of the decision to transition, complete form(s) and submit to the Member Support Specialist or Service Team Coordinator.

Troop #: _____ Final Transition Date: _____
 Service Unit #: _____

Outgoing Troop Leader: _____ Day Phone: _____

Outgoing Troop Leader: _____ Day Phone: _____

New Troop Leaders: _____ Day Phone: _____

New Troop Leaders: _____ Day Phone: _____

Reason for transition: _____

Please have Member Support Specialist contact me. Name: _____

TROOP FUNDS – CHECK ALL THAT APPLY:

New signer(s) on the Troop’s bank account is/are: _____

A check made payable to the Service Unit for the ending balance of \$_____.

The funds of \$_____ have been transferred to the troop(s) that the girls are joining.

The troop used the funds for _____

Date the most recent Annual Troop Financial Report submitted to council: _____

TROOP EQUIPMENT:

Records have been given to: _____

Troop owned inventory has been dispersed as follows: _____

Girls Transitioning Names:	Transfer Choice: Troop # or Juliette		Girls Transitioning Names:	Transfer Choice: Troop # or Juliette