

**When a troop leader cannot continue with the troop**, a meeting should be held to inform the parents of the troop status and to find out if there are any interested adults eligible to take the leadership of the troop. If someone is interested in a troop leadership role, the Service Unit and Troop Support Manager should be notified. All troop resources/equipment, supplies and records should be transferred to the new leader.

If the troop leaders do not continue and new leadership cannot be identified, the girls may want to move on to other troops, become Girl Scouts Juliettes, participate in another pathway, or choose not to continue in Girl Scouting.

**Before disbanding**, the girls should decide how to use the existing funds. The troop leadership team is responsible for ensuring that the girls make these decisions before the troop officially disbands or their Girl Scout memberships expire.

- A. Girls may want to plan and enjoy a final activity or two together.
- B. Girls may donate all or a portion of their remaining money to a cause they consider worthwhile.
- C. Troop funds may be divided proportionally on behalf of the girls moving to other troops/pathways or Juliettes. For example, if there are 10 girls in the existing troop and 3 are going to Troop A and 7 are going to Troop B, Troop A would receive 30% of existing funds and Troop B would receive 70%. The money should go into the accounts of the troops to which they are going, or be held in a council custodial account. It NEVER goes to girls personally.

*Girl Scout Council Policy: When a troop disbands, all troop funds and equipment must be returned to the council. If reorganization of the troop/group does not take place within 12 months, the funds will be used to support the establishment of new troops and/or support to service units.*

**The following Disbanding Troop Procedures should be completed by the existing troop/group leader and submitted to the Service Unit and Troop Support Manager within 30 days of the last meeting:**

- Decide on how to use the existing troop funds. Encourage the girls to make this decision.
- Complete the Disbanding Troop Report.
- Complete an Annual Troop Financial Report or amend the Troop Financial Report.
- If girls are continuing with other troops or as Juliettes, write checks to the troops or council and close bank account.
- Turn over checkbook, bank statements, ATM cards, deposit slips, supplies/materials, the Disbanding Troop Report and the Annual Troop Financial Form to the Service Unit and Troop Support Manager.

Service Unit \_\_\_\_\_ Troop # \_\_\_\_\_ Level  DA  BR  JR  CA  SR  AM

Troop Leader Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Bank \_\_\_\_\_ Account # \_\_\_\_\_

Account Signatures \_\_\_\_\_

Balance \$ \_\_\_\_\_

We distributed the remaining balance as follows:

- Spent funds on activities before disbanding
- Funds were divided among girls continuing to other troops and/or to council custodial accounts for girls continuing as Juliettes. **If custodial accounts, attach a list of girls' names and amount for each account.**
- Donated to \_\_\_\_\_
- Forwarded funds to the council to be held for future troop reorganization

Signature of Leader \_\_\_\_\_ Date \_\_\_\_\_

Signature of SUTS Manager \_\_\_\_\_ Date \_\_\_\_\_