Troop Site Girl: Correcting Distributions Quick Sheet

Overview

Use this process when activity was distributed incorrectly or when a girl move is required after activity has already been distributed.

Common Reasons

- Incorrect girls were selected.
- Donation packages were distributed incorrectly.
- A girl moved to another troop or council after distributions were completed.

Correct the Distribution

Before attempting to make corrections on a Girl Scout's **Girl Order Tab**, contact your council for assistance. **Council Heads** have access to the **Remove All Distributions** function, which is not available to troop users.

What Does Remove All Distributions Do?

The **Remove All Distributions** action:

- Removes all **VBth Dist** distributions.
- Removes corresponding distribution entries from all affected girls.
- Returns the activity to the **Troop Site Girl**.
- Requires the troop to redistribute the activity.

Important
Because **Remove All Distributions** removes activity for all affected girls, troops should not attempt to manually correct distributed activity without consulting the council first.