

Disbanding Troop Form



The following information is outlined in the Volunteer Financial Agreement and Troop Account Management Policy:

- A disbanded troop is defined as a troop that no longer has active members due to a lack of interest, relocation, or other issues, including having members who have aged out of the program, like an ambassador troop bridging to adulthood.
- If a girl(s) continues with another troop, a percentage of the money may be transferred to her new troop. If no one continues, troop funds and equipment are held in trust by the service unit pending reorganization of the troop. If the troop is not reorganized within one year, the funds are absorbed by the service unit.
- **All funds must be spent on troop activities by August 31 of the year they are disbanded.** No exceptions. Any remaining funds are absorbed into the service unit account, and the treasurer will then disburse them.
- Troop volunteers are still responsible for submitting both the Mid-Year and Year-End Financial reports for the fiscal year in which the troop is still active.
- Leaders must submit this form to the service unit treasurer **by the end of the fiscal year or within 10 days of the troop disbanding.** The service unit treasurer will advise of the next steps upon receipt.
- Leaders are responsible for returning unused checks and debit cards to the service unit treasurer.

Date _____ Service Unit # _____ Troop # _____ Level _____

Name of volunteer completing this form _____

Phone _____ Email _____

Please select one:

- ☐ This troop is disbanding due to a lack of interest, relocation, or another reason.
- ☐ This troop is disbanding because members have aged out of the program.

Troop Membership Status: # of Girls Currently Registered _____

If the troop is not returning, please indicate the status of registered members below:

- # of Girls in process of or successfully placed in another troop _____
- # of Girls seeking placement in another troop _____
- # of Girls becoming Independent Girl Scouts (Juliettes) _____
- # of Girls choosing to leave the Girl Scout program _____

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Troop Funds Status

All troop funds were spent prior to disbanding and the troop bank account has been closed. ☐ Yes ☐ No

If funds were NOT spent, a check is attached for the balance remaining in the troop bank account, totaling
\$ _____

Financial Reporting Status

The Mid-Year Financial Report has been submitted for this fiscal year. ☐ Yes ☐ No

The Year-End Financial Report has been submitted for this fiscal year. ☐ Yes ☐ No

Financial Materials Status

The following materials have been turned over to the service unit treasurer. Please select all that apply:

- ☐ Debit card issued to the volunteer(s) ☐ Checkbook ☐ Deposit slips

Troop Materials Status: The following troop supplies and materials have been turned over to the service unit coordinator. Please list all items:

I hereby attest that all information recorded in this form is correct and respectfully submit on behalf of the troop.

Volunteer's Signature _____

Service Unit Use Only - Date received _____

SU Treasurer's Name _____

SU Treasurer's Signature _____