



Disbanding Troop Checklist

Purpose of this Form

This checklist is a step-by-step guide on how to disband a Girl Scout troop. Before a troop can disband, all options to keep the troop intact will be explored. Please contact your Troop Support Specialist as soon as possible for assistance. This form ensures that the troop is fully disbanded and no longer has any money or materials left over. Please submit this form to your Troop Support Specialist after closing the troop bank account. Banks may require a letter from GSSEM to authorize the closure of your troop account. Please contact your Troop Support Specialist for assistance.

Disbanding Troop Information

Meeting Location: _____ School(s) Girls Attending: _____

Troop Number: _____ Reason for Disbanding: _____

Level: Daisy Brownie Junior Cadette Senior Ambassador Multi-Level

Troop Leader Name: _____ Phone: _____ Email: _____

Troop Co-leader Name: _____ Phone: _____ Email: _____

Date of Final Troop Meeting: _____ Date Troop Will/Did Disband: _____

Identifying New Troop Leadership

Leaders should inform parents that Leaders are discontinuing, via parent meeting or email, and to seek new Leadership to keep the troop from disbanding.

Date of Parent Meeting to or email Identify New Troop Leadership: _____

New Leadership Identified? **Yes** (please include contact info below) **No**

New Leader Name: _____ Phone: _____ Email: _____

New Co-leader Name: _____ Phone: _____ Email: _____

Stop here if new troop leadership is identified.

Disbanding Troop Funds

- A purpose has been determined for the remaining money in the troop bank account. Remaining funding should be used for troop activities such as a community service/take action project or a donation to GSSEM's disbanded troops fund, or to the troop's favorite cause. Troop funds may not be refunded directly to girls and must be spent prior to the end of the membership year.
- All payments made through the troop bank account have cleared.
- The troop bank account has been closed and any remaining funds issued in a cashier's check made payable to GSSEM have been mailed to the GSSEM Finance Department. Detroit Service Center; 1333 Brewery Park Blvd. Suite 500, Detroit MI, 48207
- Troop Annual Financial report, the most recent bank statement, and notification of the troop bank account's closure have been sent to gssem-finance@gssem.org.

Upon receipt of remaining troop funds, GSSEM will hold troop funds for up to 1 year in case new troop leadership is found. After 1 year, the funding will be redistributed for continuing Girl Scout activities within GSSEM.

Disbanding Troop Supplies

Disbanding troops must give the following to their Troop Support Specialist within 30 days of disbanding:

- Flags/Banners
- Items loaned to troop or leaders by GSSEM
- Badges and patches and any product program rewards not yet allocated to girls

Leaders must redistribute any leftover troop supplies paid for with troop funds. If there are no other troops at your school, please contact your Service Unit Manager or Troop Support Specialist for assistance.

For Council Use Only

- All girls' parents have been contacted by TSS for girls to be placed elsewhere (other troops/Juliette/ Unassigned).
- All troop property has been donated to other troops or submitted to Troop Support Specialist Service Unit Manager.
- Troop leaders have been removed from volunteer position(s) in Salesforce.
- Troop bank account has been closed.
- Remaining funds, most recent bank statement, and notification of account closure have been submitted to GSSEM.
- Troop financial report has been submitted to GSSEM Finance.
- All loaned items have been returned to GSSEM.