Girl Scouts of Southeastern Michigan

Disbanding Troop Checklist

Purpose of this Form

This checklist is a step-by-step guide on how to disband a Girl Scout troop. This form ensures that the troop is fully disbanded and no longer has any money or materials left over. This form also collects information on girls who may wish to continue with Girl Scouting so they may be placed in a new troop for the upcoming year. Please submit this form to your Troop Support Specialist within 30 days of the decision to disband.

Disbanding Troop Information

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: _____

Indicate Number of Girl In Each Grade at the Time of Disbanding:

K	1	2	3	4	5	6	7	8	9	10	11	12

Identifying New Troop Leadership

Date of Parent Meeting to 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: _____

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 the troop's favorite cause. Troop funds may not be refunded directly to girls.
- ❑ All payments made through the troop bank account have cleared.
- ❑ The troop bank account has been closed and the most recent bank statement and notification of the troop bank account's closure has been sent to the GSSEM Finance Department, Detroit Service Center, 1333 Brewery Park Blvd. Suite 500, Detroit MI, 48207
- ❑ Troop Annual Financial report has 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 to the GSSEM Community for continuing Girl Scout activities.

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 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 Troop Support Specialist for assistance.

Disbanding Troop Roster

Name	Continuing in Girl Scouts? (Y/N)	Girl Level Next Fall

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❑ All girls wishing to continue in Girl Scouts have been placed into troops.

❑ All troop property has been submitted to Troop Support Specialist.

❑ Troop leaders have been removed from email distribution lists.

❑ 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

❑ All loaned items have been returned to GSSEM.