

Troop Disbandment Checklist

A **disbanded troop** is a **troop** that has not had a troop meeting in three (3) months (without any council communication) or the **troop** has not registered for at least three (3) months.

GSDSW may determine a troop is inactive when there are no active members, or do not meet the minimum of five Girl Scouts and two volunteers required to be a troop, even if they have not formally notified GSDSW of disband.

Once the decision to disband is firm, follow these steps for proper troop closure.

- ☐ **What is the Reason?** Troops may choose to disband for various reasons including leaders are moving away, leaders are unable to lead, or girls have graduated high school. Be prepared to provide your reason to council.
- ☐ **Are you sure?**
 - ☐ Are the girls and families aware of this decision?
 - ☐ Has the troop reflected on all options for staying together?
 - ☐ Have you discussed adjusting schedules, program activities, and reorganizing adult leadership? Sometimes exploring these remedies allows the troop to remain active, but even if the troop does disband, everyone will have had a say in the process.
- ☐ **Involve Service Unit and Council** Have the troop leaders discussed this with the Service Unit Manager and/or Volunteer Support Specialist? They may be able to provide help allowing the troop to continue.
- ☐ **Secure New Troop Leadership** Have current troop leaders attempted to secure leadership for troop by speaking to co-leaders, volunteers and family members? If there is no new troop leadership secured, continue with checklist.
- ☐ **Outstanding Recognitions** Distribute any earned recognitions to girls, if applicable.
- ☐ **Existing Troop Funds** What is the plan to use existing troop funds before disbanding? This decision should be guided by the girl's input.
 - ☐ The troop/group money belongs to Girl Scouts, not the individual girls in the troop/group. The funds should be used in a manner compatible with the Girl Scout program goals.
 - ☐ Troop funds CANNOT be spent on non-members or by non-members.
 - ☐ Make sure all payments made through the troop bank account have cleared.
 - ☐ Troop funds cannot be given to individual girls for their personal benefit either as direct cash, funds, scholarships, or in the form of an asset.
 - ☐ Ways troop money may be spent
 - ☐ Have a party to celebrate the troop's achievements
 - ☐ Take a trip, plan a fun activity or attend a Girl Scouting program
 - ☐ Summer camp opportunities

- ☐ Girl Scout registrations for following year
- ☐ Lifetime memberships for graduating seniors
- ☐ Donate any unused funds, to another troop or service unit
- ☐ Donate to your local Service Unit or the GSDSW Council
- ☐ Donate funds for girls who are continuing on in Girl Scouts in a new troop.
- ☐ **Troop Resources or Equipment** What is the plan to dispose of troop equipment?
 - ☐ Troop assets, such as outdoor equipment, craft supplies, or troop-purchased books CANNOT be given to an individual.
 - ☐ If the troop purchased equipment, girls should have a say in what happens to it.
 - ☐ If your troop/group owns camping equipment, the girls might decide to give it to a younger Girl Scout troop that is just starting camping or see if Council or the service unit can use the equipment.
- ☐ **Troop Disband Form** must be completed and submitted to council only after the above have been considered and planned.
https://girlscoutsusa.ca1.qualtrics.com/jfe/form/SV_54PsfWC6oRzRJGJ
 - ☐ Include the *Annual Troop Financial Report* (available online at the council website www.gsdsww.org) and submit. A \$0 balance should be reflected.
 - ☐ Any balance must be turned in and made payable to GSDSW in the form of a cashier's check.
- ☐ **Confirmation** You will receive confirmation of your troop disbandment.
 - ☐ The disbanding troop number is retired, and the troop is no longer considered active. GSDSW reserves the right to reuse this troop number in the future.
 - ☐ Follow through with your plans for equipment (as noted above) if you haven't already.
- ☐ **Troop Documentation**
 - ☐ Any girl or volunteer documentation (e.g. health history form, rosters, contact information), including originals AND paper and electronic copies, must be returned either to the girls' parents/guardians/volunteer OR returned to your Volunteer Support Specialist.
 - ☐ Turn in checkbook, debit cards, and any other troop documentation to your Volunteer Support Specialist or have them destroyed by shredding. Items can be brought to the council office for shredding if necessary.
 - ☐ Exiting volunteers must not keep any documentation regarding girls or volunteers.
- ☐ **Social Media** Make sure to delete any troop Facebook page or group and take down related troop social media platforms.
- ☐ You are done! Thank you for your dedication to the girls in your troop/group. Your hard work has made a difference in their lives.

Council Allocation of Disbanded Troop Funds

It is always best for a troop disbanding to plan and exhaust their troop funds with input from the girls. If council must allocate troop funds of a disbanded funds, the following will occur.

- **If all of the girls** continuing in Girl Scouts join the same active GSDSW troop, ALL FUNDS will be transferred to that troop.
- **If any of the girl(s)** join another GSDSW troop, then a portion of money will follow her (them) to the new troop. The portion of money is determined by the number of registered girls when the troop disbanded, and the amount of money left in the troop's account.
- If the girls continuing in Girl Scouts choose to ***transition to two or more other active GSDSW Girl Scout troops***, funds will be apportioned among those troops based on how many girls join each troop.
- **If none of the girls** join another GSDSW troop, funds do not become the property of any individual, girl or adult. Money will go to assist GSDSW for financial assistance and to support girl programs after a period of one year.

Example

There were 10 Girls in Troop 12345 with \$100 remaining after they took a trip to the zoo as their final event. Five (5) girls are continuing in a new troop, and one will be an Individually Registered Member. A check for \$50 should be issued to the five (5) new troop for the five girls. The balance of \$50 should be sent to GSDSW to be deposited and be held for one year. If after one year none of the girls join a new troop the funds will be used for financial assistance and support girl programs.