

This document outlines the required steps, expectations, and documentation for disbanding a Girl Scout troop. It is intended to ensure a smooth, transparent, and compliant transition that prioritizes girls, families, volunteers, and council policies.

I. Troop Disbandment Guidelines

Troop disbandment may occur for a variety of reasons, including but not limited to:

- Loss of troop leadership
- Low or no girl participation
- Inability to meet regularly
- Leader relocation or personal circumstances

Guiding Principles

- **Girl-Centered:** All decisions related to troop disbandment must prioritize the emotional well-being, safety, continuity, and overall Girl Scout experience of the girls. Disbandment should be handled in a way that minimizes disruption and supports girls in continuing their Girl Scout journey whenever possible.
- **Belonging & Care:** Girls should feel informed, supported, and valued throughout the process. Communication should be age-appropriate and reassuring, emphasizing that the troop ending is not the girls' fault.
- **Transparency:** Families should be informed in a timely, respectful, and clear manner, with opportunities to ask questions and receive guidance.
- **Stewardship:** Troop funds, materials, and records must be handled responsibly and in accordance with Girl Scouts policies, remembering that all funds were earned by girls for girl programming.
- **Support & Continuity:** Whenever possible, girls should be supported in transitioning to another troop, forming a new troop, or becoming Individually Registered Members (IRMs) so they may continue participating in Girl Scouts.

Council staff must be notified and involved before finalizing any disbandment to ensure girl-centered outcomes.

II. Troop Disbandment Checklist

A. Notification & Communication

- ☐ Notify council staff of intent to disband the troop
- ☐ Consult with council staff regarding next steps and timeline
- ☐ Notify all registered families/guardians in writing
- ☐ Provide information on options for troop transfer or IRM registration
- ☐ Communicate final meeting date (if applicable)

B. Girl & Volunteer Records

- ☐ Confirm all girls and volunteers are properly registered

- ☐ Ensure all background checks and registrations are up to date through the disbandment date
- ☐ Provide council with a current roster of girls and volunteers

C. Troop Finances

- ☐ Reconcile troop bank account
- ☐ Submit final Troop Finance Report to council
- ☐ Ensure all outstanding bills and reimbursements are paid
- ☐ Follow council guidance for disposition of remaining funds (funds may not be distributed to individuals)
- ☐ Close troop bank account after council approval
 - ☐ Any balance must be turned in and made payable to GSDSW in the form of a cashier's check.

D. Troop Property & Materials

- ☐ Inventory troop supplies, badges, uniforms, and equipment
- ☐ Return council-owned property as directed
- ☐ Transfer troop-owned supplies per council guidance (another troop, service unit, or council)
- ☐ Turn in any unused cookie or product program materials

E. Product Program (If Applicable)

- ☐ Complete all product program requirements
- ☐ Resolve any outstanding balances
- ☐ Submit final reports related to cookies or other product programs

F. Final Documentation

- ☐ Complete Troop Disbandment Form
- ☐ Submit all required documentation to council
- ☐ Receive confirmation from council that the troop is officially disbanded

III. Council Allocation of Disbanded Troop Funds

It is always best practice for a disbanding troop to plan ahead and **exhaust troop funds with meaningful input from the girls**, ensuring funds are used for girl programming, experiences, or supplies prior to disbandment whenever possible.

If council must allocate remaining funds from a disbanded troop, the following guidelines will apply in accordance with GSDSW policy:

- **All girls join the same GSDSW Troop:**
 - If all girls who continue in Girl Scouts join the same active GSDSW troop, **100% of the remaining troop funds** will be transferred to that troop.
- **Girls join one or more different GSDSW Troops:**
 - If one or more girls join a different active GSDSW troop, **a portion of the remaining funds will follow each girl** to her new troop.

- The amount transferred is determined by:
 - The number of registered girls at the time the troop disbanded, and
 - The total balance remaining in the troop's bank account.
- **Girls transition to two or more GSDSW Troops:**
 - If girls transition to two or more active GSDSW troops, funds will be **apportioned among those troops** based on the number of girls who join each troop.
- **No girls continue in GSDSW Troops:**
 - If none of the girls continue in another GSDSW troop, **troop funds do not become the property of any individual, girl, or adult.**
 - After a period of one-year, remaining funds will be allocated to support **GSDSW financial assistance and girl programming.**

If only one girl continues in Girl Scouts by joining another active GSDSW troop, a per-girl portion of the remaining troop funds will follow her to the new troop. The remaining funds will be retained by GSDSW for up to one year in the event another girl re-registers. After one-year, unused funds will be allocated to support GSDSW financial assistance and girl programming.

All allocation decisions will be made by council staff and documented as part of the troop disbandment process.

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.