

Disbanding Troop Process

A disbanded troop is a troop that is no longer meeting or the troop has not registered for at least 3 months from the expiration date of the last registration.

What do I need to do?

If the troop leadership of an existing troop decides not to continue or if the troop decides to stop meeting during the membership year, the leader should:

- 1) Notify your Member Services Specialist that the troop will be disbanding.
- 2) Help the girls decide how to use existing troop funds. This decision must be **made by the girls, while they are STILL REGISTERED**. If there are girls within the troop who will be continuing with Girl Scouts either in another troop, or as an Individually Registered Member (IRM), do not spend all of the money in the troop account. Remaining funds will be available to girls wanting to continue, to help pay for their membership fees, uniforms, and any council sponsored camps or activities.

****Please note:** The funds are for Girl Scout activities and are not to be retained by individuals as their "property." Girls may contribute a portion of their troop treasury to organizations or projects they consider worthwhile. Appropriate use of funds includes choosing a program activity, renewing the girls' memberships for the next year, purchasing a Lifetime Membership for graduating high school seniors, or donating to Girl Scouts of Wisconsin – Badgerland Council, donating to Juliette Gordon Low World Friendship Fund or Girl Scouts of Wisconsin – Badgerland Council financial assistance (helping other girls in need).*

- 3) Get a cashier's check, made out to GSWIBC, for any remaining troop funds (which will close the account) and send the check along with a copy of this form to your Member Services Specialist. **Note: If the bank account has not been closed within four weeks of the troop disbanding the Membership Department may close out the troop's bank account.*
- 4) Complete and submit a final [Troop Finance and Activity Report](#) in with supporting documents including all bank statements for the last year, as well as a copy of the check register. All finance documents should be sent to info@gsbadgerland.org
- 5) After you have received confirmation that your troop finance documents have been received and approved by the Badgerland Council, shred all banking info. Cut up troop debit cards, shred all bank statements, deposit slips, etc. **DO NOT** dispose of these items until you have received confirmation from the Badgerland Council.
- 6) Complete this form and send to info@gsbadgerland.org.

Troop #: _____ **Membership Area:** _____ **# of Girls:** _____

Troop Level: Daisy Brownie Junior Cadette Senior Ambassador

Girls from this troop:

- Were placed in another troop (# of girls: _____ Troop #: _____)
- Need to be placed in another troop (# of girls _____)
- Want to become IRM's (Individually Registered Members)
**Please list the names of all girls needed placement or assistance on the back of this form.*
- Will not be continuing with Girl Scouts

Reason for disbanding:

- Lack of leadership
- Lack of girl members
- Girls weren't interested anymore
- Other (please specify) _____

Status of troop funds:

- All troop funds were spent prior to disbanding and the troop bank account has been closed.
- Troop Finance and Activity Report is complete and turned in with this form.
- Funds were donated to: _____ based on the decision by the girls in the troop. Amount donated \$ _____
- Check is attached for the balance remaining in the troop bank account.
Amount of the check \$ _____

Status of other troop resources:

- Supplies and equipment were given to _____ (name/troop).

Leader Name: _____ **Date:** _____

Leader Phone #: _____ **Leader Email:** _____

Leader Name: _____ **Date:** _____

Leader Phone #: _____ **Leader Email:** _____

	Girl	Plan for next year
1.		
2.		
3.		
4.		
5.		
6.		
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11.		
12.		
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20.		