

Disbanded Troop/Group Report

Girl Scouts Heart of the South's Disbanded Troop Policy: Funds and equipment of disbanded troops/groups are the property of the Girl Scouts Heart of the South and will be returned to the keeping of the council. If reorganization of the troop/group does not take place within 18 months, the resources will be used by the council in the interest of Girl Scouting.

This form should be completed by the existing troop leader or service team member and submitted to the membership manager whenever a troop disbands.

Instructions:

- Gather troop resources, i.e. handbook, leader's guide, Council Guide, Safety-Wise, Leader's Digest, etc., and financial records. If account has been closed, be sure to cut or shred all blank checks.
If it is likely that the troop will reorganize in the near future, also pack/store other reusable equipment, i.e. scissors, first-aid kit with the troop resources.
Otherwise, recycle troop equipment, and consumable supplies, i.e. markers, glue, craft supplies, etc., to other troops in your area.
- Inventory the items that are being stored and note how you distributed other equipment and supplies on this form and forward it to your membership manager.

Note: The Annual Troop/Group Financial Report must be completed each year by June 15th and/or prior to a troop's disbanding.

Troop # _____ Service Unit _____ Level D Br Jr C Sr A

Girls from this troop:

- Were placed in another troop (# of girls _____, troop # _____, #of girls____, troop# _____)
- Need to be placed in another troop (# of girls ____)
➤ Please list the names of all girls needing placement or assistance on the back of this form.
- Want to participate through different pathway options
series camp travel troop events virtual

Reason for disbanding:

- Lack of leadership
- Lack of girl members
- Girls weren't interested anymore
- Initiated by service unit and/or council
- Other (please specify) _____

Status of troop funds:

- All troop funds were spent prior to disbanding and the troop bank account has been closed.
- Troop Account closed on ____/____/____ by _____ (name)
- Funds were donated to: _____ based on the decision by the girls in the troop/group.
- Check is attached for the balance remaining in the troop bank account, last bank statement, and the checkbook has been turned over to _____ (name).

Status of other troop resources:

- Supplies and equipment were given to _____ (name).
- Individual girl records (if any) have been given to _____ (name).
- Troop/Group Annual Financial Report is complete and turned in with this form and has been forwarded to my assigned Membership Manager.

Volunteer Submitting Report

Volunteer Position

Date

Disbanded Troop/Group Process

Definition

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.

If a girl or girls decide to leave a troop because she/they want to join another troop, or the parents want to form a new troop, the troop is not considered disbanded.

What does the Troop Leader 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 is to:

1. Notify your Service Unit Manager/Membership Manager.
2. As a troop/group, decide on how to use existing troop funds. Encourage this decision to be made by the girls. Please note: Troop funds are for Girl Scout activities and are not to be retained by individuals as their property. Troops may decide to contribute a portion of their group treasury to organizations or projects they consider worthwhile (Reference: Volunteer Essentials - Managing Group Finances).
3. Complete the Disbanded Troop/Group Report Form.
4. Complete an Annual Troop/Group Financial Report.
5. Get a cashier's check for any remaining troop funds (which will close the account) or issue a troop check and close the account after the check has cleared.
6. Turn everything (checkbook, bank statements, ATM cards, deposit slips, supplies/materials and the final Troop Annual Financial Report) in to your Membership Manager.

What the Service Unit needs to do:

1. Ensure the Disbanded Troop/Group Report Form has been completed.
2. Ensure the Annual Troop/Group Financial Report has been completed.
3. Turn in the financial records to the council.
4. Notify all appropriate Service Unit Team members of the troop disbanding.

What the council will do:

1. If the troop is reorganized within 12 months, the money will be returned to that troop.
2. Troop leaders who add girls from a disbanded troop may send a written request to the membership department for a proportionate amount of any remaining funds for the girls they absorb. Funds will be sent to the troop.

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