

Definition:

A disbanded troop is a troop that is no longer meeting or the troop has not registered for at least 2 months from the expiration date (September 30, annually) of the last membership 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 existing troop is not considered disbanded. Disbanded troops cannot have any remaining girls participating in them.

What does the Troop Co-Leader need to do to complete the disbanding process?

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 co-leader is to:

1. Notify your Service Unit Membership and Support Manager or Operations Manager. If your service unit does not have a Membership and Support Manager or Operations Manager, notify your Membership Manager at the council office.
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 Form](#).
4. Submit annual financial report through the VTK. These must be submitted within the current membership year which runs from October 1 – September 30, annually, and should be completed within two weeks of disbanding.
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, etc.) in to your Service Unit Finance Coordinator. If your service unit does not have a finance coordinator, notify the Service Unit Operations Manager.
7. Delete, disable or transfer all troop related electronic accounts (i.e. Facebook pages, email accounts, twitter accounts, etc.) to another volunteer.

What the Service Unit needs to do:

1. Ensure the [Disbanded Troop Form](#) has been completed.
2. Ensure the annual financial report has been submitted through the VTK.
3. Turn in the financial records to the council.
4. Notify all appropriate Service Unit Team members of the troop disbanding.
5. Encourage volunteers to report on any knowledge of disbanding troops, especially if leadership from that troop is not communicating or completing these above listed steps.

What the council will do:

1. Follow internal processes for removing the disbanded troop from the online catalog.*
2. Assist with transfer of girls from disbanded troops.
3. If the troop is reorganized within 12 months, the money will be returned to that troop.

**Council staff will also complete an annual troop clean-up process, starting on December 1 each year. This process will officially disband all troops that do not have any members renewed to it.*

Girl Scouts Heart of the South's Disbanded Troop Policy: *Funds and equipment of disbanded troops/groups are the property of 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 12 months, the resources will be used by the council in the interest of Girl Scouting.*

This form should be completed by the existing troop co-leader or service team member and submitted to GSHS. GSHS depends on volunteers to adhere to all stated policies, including these outlined for disbanding troops, to ensure that no disruption of service or misappropriation of funds occurs. Volunteers who neglect to follow these steps, in full or in part, may not be eligible for future volunteer service through the annual evaluation process.