

## **Leader's Guide for Disbanding Your Troop/Group**

Eventually all troops disband. A troop is considered disbanded when it is no longer functioning or has not re-registered within six months of the expiration date of its last registration.

Before taking the final steps for disbanding, make sure the adults and girls of the troop have reflected on their options for improving the Girl Scout experience, and staying together. Discuss 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.

Once the decision to disband is firm, there are a few steps to take for proper closure. Here is a checklist of what you should do with the girls, the equipment, the money, the paperwork:

- 1. Contact the service unit manager.** As soon as you know (or think) that your troop is disbanding, contact the service unit manager. The service unit team will assist you through the process.
- 2 Work with the troop placement to find new troops for the continuing girls and adults.** This is the most important thing you will do when disbanding your troop/group. With the help, troop placement can encourage and assist the girls and adults still interested in scouting to find a new troop/group. There is also the option of the registering next year as a Juliette, or independent Girl Scout.
- 3 Dispose of the troop's equipment.** If the troop purchased equipment, the 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. Many service units have a "Help Yourself" table at the monthly meetings offering Girl Scout items no longer needed.
- 4 Determine what the remaining troop money will be used for.** Remember that the troop/group money belongs to Girl Scouts, not the individual girls in the troop/group, and the funds should be used in a manner compatible with the Girl Scout program goals. Refer to the "Troop/Group Financial Guidelines." If money remains after all troop activities are over, the troop/group should decide what to do with it. The money could be donated to Girl Scouts to benefit a program that the girls like or it could be donated to a charity the girls feel strongly about or given to the service unit. If the troop/group does not decide, the remaining money is given to the service unit. The funds are never divided up and distributed to the girls as cash or merchandise. Ask your Financial Support Specialist or service unit treasurer for help making these important decisions.

Note: If troop/group money is given to the service unit and some of the girls continue with another troop/group, a portion of the funds is distributed to the new troop/group on a prorated basis (girl membership). For example, if there were seven girls in the disbanding troop and two of the girls continued with another troop, one seventh of the remaining troop funds would be distributed to the new troop for each continuing girl. This is subject to the direction and approval of the service unit team. If the troop/group does not reorganize within one year from the date of the troop's/group's last registration, any remaining funds will be used in the interest of Girl Scouting in the service unit.

- 5 Close the troop bank account.** Once all checks have cleared the bank, make sure the account is closed. Have the bank issue a Cashier's Check for remaining funds payable to the service unit. The service unit treasurer will manage and distribute funds to any troops accepting the continuing girls.
- 6 Complete a Troop/Group Disbandment Report and Financial Report.** These reports document where the troop funds and girls are going and notifies the service unit team members effected.
- 7 Turn in the financial report, disbandment report, remaining funds and troop/group records to the service unit treasurer.** A financial report, with a disbandment report attached, should be filed within 30 days of the troop's last meeting. This final financial report should account for all troop income and expenses since the last financial report. Any remaining funds should be turned in at this time. The following troop records should be turned in to and receipted by the service unit treasurer: the last four years of financial reports and receipts, unused checks, bank statements, and the checkbook register.

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.