

## Disbanding Troop

A troop is considered disbanded when girls and/or leaders no longer wish to continue functioning as a troop. In cases where leaders do not wish to continue, an attempt should be made to work with troop parents or other volunteers to see if there is an adult willing to take over the leadership of the troop and any girls who do wish to continue. Your local service unit team is always a good resource in recruiting new leadership.

### Important steps for troops who are disbanding:

1. Communicate with council staff members, local service unit team, and families.
2. Help find placement for continuing girls.
3. Close out troop financials appropriately.
4. Submit the [Disbanding Troop Notification](#).

### Communication

Remember that a troop disbanding may be a sad experience for troop families – so it is preferred that troop leaders, or a member of the local service unit team are significantly involved in this process. It is recommended that the troop leader or local service unit team member notify the troop families formally of the intention of a troop to disband as soon as the decision is final.

The notification to troop families should include:

- options available to girls who wish to continue – either by joining another troop, becoming an individually registered member, or participating in local events or council-sponsored programs while their membership is active,
- a request for families to communicate their intention for their Girl Scouts.

### Placement

Any girls who wish to continue should be supported by the service unit team organizer and council staff until they are settled in a new troop or have decided to participate individually. If a girl wishes to continue in a traditional troop setting and a troop is not immediately identified, the girl can be placed on the service unit waitlist until an opening becomes available in a troop that fits the family's needs. GSHNJ council staff will handle the technical components of moving girls into new troops. As part of the Disbanding Troop Notification, you will be asked to provide the details of girls wishing to continue in Girl Scouting.

## Troop Financials

Troop funds, or money earned by girls in a troop, belong to the troop, regardless of how much each individual girl may have earned while participating in Fall Product Programs, Cookie Programs, or other money-earning activities. The money raised by girls in a troop setting is the property of the troop and as such, the members of the troop decide together how it is used or disbursed. It is the troop treasurer's responsibility--working with the troop leaders--to address the financial closeout of the troop. When closing out the troop financials, consider these standards:

- Has the troop paid all outstanding Girl Scout Product Program debt? If unsure, contact [ProductPrograms@gshnj.org](mailto:ProductPrograms@gshnj.org) to confirm.
- Girl troop members must be consulted on how they would like the troop's funds to be spent and their assets disbursed while they are still active.
- Troop funds **CANNOT** be distributed to individual girls or adults as direct monetary funds, gift cards, scholarship funds, or in the form of an asset costing more than \$50.
- Troop assets, such as outdoor equipment, craft supplies, or troop-purchased books **CANNOT** be given to an individual. Assets **CAN** be donated to another troop, to the local service unit, or to GSHNJ. Troop assets **CAN** be sold at fair market value, and the funds used by the troop while they are still active.
- If any girls are remaining in Girl Scouts, either in a troop or as an individually registered member, it is up to the discretion of the disbanding troop whether to donate funds to the continuing girls' troops.
- If the troop has disbanded with funds remaining, the funds revert to GSHNJ.

## Closing the Troop Account

Once the final check clears the troop checking account, the troop treasurer will contact the bank to close the account. You will need to follow the bank's procedures to do this. Any remaining checks and debit cards shall be destroyed.

The troop treasurer should then submit evidence of the bank account closure along with a [final Troop Finance Worksheet](#) to the troop leader.

It is recommended that bank records (monthly statements) be maintained for a period of seven years. It is suggested that these be held by the legacy troop leader if an audit is required.

## **Troop Records**

Girls who are continuing should be provided their troop records (attendance records, badge work, service hour tracking, and current health history) to bring to their new troop.

It is recommended that all non-financial records (e.g., troop rosters, permission slips, troop event records) and records for girls who are not continuing be destroyed – preferably by shredding. Files can be brought to a council office for shredding if needed.

## **Disbanding Troop Notification**

Disbanding troops are expected to submit a [Disbanding Troop Notification](#) within 30 days of the troop's final meeting. This form should be accompanied by the final [Troop Finance Worksheet](#) and evidence of the troop bank account closure.

Thank you for your volunteerism, your leadership, and your continued support helping to make the transition from a disbanding troop as positive an experience as possible for your girls, their families, and your troop volunteers. We appreciate all you have done for Girl Scouting! If you have further questions, contact [info@gshnj.org](mailto:info@gshnj.org) for assistance.

## Checklist for Disbanding Your Troop

- Notify all troop families of the troop's intention to disband. Include options available to girls who wish to continue in Girl Scouting.
- Confirm all Girl Scout Product Program debt has been settled.
- Consult troop members on how remaining troop funds should be spent.
- Sell or donate any troop assets such as outdoor equipment, craft supplies, or troop-purchased books.
- Follow your bank's procedures to close out the troop bank account.
- Destroy any remaining checks and debit cards.
- One troop leader shall maintain bank records for a period of seven years.
- Provide troop records to girls who will continue in Girl Scouting (such as service hours, badges earned, etc.).
- Submit the [Disbanding Troop Notification](#) to GSHNJ. As part of this notification, be prepared to provide:
  - the details of any younger girls who will/will not continue with Girl Scouting,
  - the troop's final [Troop Finance Worksheet](#),
  - and evidence of the troop's bank account closure.