

Graduating Troop

A troop is considered graduated when its youth members have aged up and graduated high school. Any remaining youth members who have not yet graduated may elect to continue in Girl Scouts with other troops or as Individually Registered Members.

Important Steps for a Graduating Troop:

1. Assist with placement for any Girl Scout members who are not graduating but wish to continue in Girl Scouts.
2. Properly distribute or destroy troop records.
3. Care for troop assets, including the financial closeout of the troop.
4. Submit the [Graduating Troop Notification](#) within 30 days of the troop's final meeting.

Placement of Youth Members Who Are Not Graduating

Your troop may include Girl Scouts who are not yet graduating high school. Connect with these members and their families to determine if they wish to continue in Girl Scouts. Youth members 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 Scout wishes to continue in a traditional troop setting and a troop is not immediately identified, they can be placed on the service unit waitlist or in the Troop Placement group for your community until an opening becomes available in a troop that fits the family's needs. GSHNJ council staff will handle the technical components of moving Girl Scouts into new troops. As part of the Graduating Troop Notification, you will be asked to provide the details of youth members wishing to continue in Girl Scouting.

Troop Records

It is recommended that all troop non-financial records (e.g., rosters, permission slips, troop event records) either be distributed to the youth members or be destroyed – preferably by shredding. Files can be brought to a GSHNJ council office for shredding if needed.

Troop Assets and Financial Closeout

It is the troop treasurer's responsibility to work with the troop leaders to address the financial closeout of the troop. There are a few important elements of caring for troop

assets and closing out the troop financials:

- Has the troop paid all outstanding Girl Scout Product Program debt? If unsure, contact ProductPrograms@gshnj.org to confirm.
- Girl Scouts should be consulted on how they would like their funds to be spent and their assets dispersed. The troop treasurer or leaders should make a reasonable attempt to contact Girl Scouts; however, if unable to gain a quorum, the leader may disperse funds based on the wishes of the girls who have responded to the outreach.
- The troop may vote to give a portion of the troop treasury to any youth members who will continue in Girl Scouts, either with another troop or as Individually Registered Members.
- Troop funds **CANNOT** be spent **on** non-members or **by** non-members. If the troop has graduated and has funds that have not been disbursed while girls and leaders have active memberships, the funds must be donated to the local service unit team or to Girl Scouts Heart of New Jersey.
- Troop funds **CANNOT** be given to individual girls for their own personal benefit either as direct monetary funds, scholarship funds, or in the form of an asset costing >\$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 Girl Scouts Heart of New Jersey.
- Troop funds **CAN** be spent by a troop in any number of ways. Options include:
 - Subsidizing Lifetime Memberships for graduating members
 - Holding a celebration to recognize the girls' achievements
 - Planning a trip, fun activity, or Girl Scout program
 - Donating to a charity or the local service unit team

Closing the Troop Account

Once the final check clears the troop checking account, the troop treasurer will contact the bank to close the account. Follow your bank's procedures to do this. The troop treasurer should submit evidence of the troop bank account closure along with the final Troop Finance Report to the troop leader. The troop leader will need to upload this information

as part of the Graduating Troop Notification.

Destroy any remaining checks and debit cards. It is recommended that bank records (monthly statements) be maintained for a period of seven years. It is suggested that these be held by a troop leader if an audit is required.

Graduating Troop Notification

Graduating troops are expected to submit a [Graduating Troop Notification](#) within 30 days of the troop's final meeting. The final [Troop Finance Worksheet](#) and evidence of the troop bank account closure must be uploaded as part of this notification.

Thank you for your tremendous volunteerism, leadership, and continued support in making Girl Scouting such a positive experience for your Girl Scouts, their families, and other troop volunteers. It is an amazing accomplishment to maintain a Girl Scout troop through their high school graduation. Whether you've volunteered with the troop from the beginning, or taken on a role partway through their journey, you have helped these Girl Scouts cross the finish line. Thank you!

If you have further questions, contact info@gshnj.org for assistance.

Checklist for Graduating Your Troop

- Contact troop families of any youth members who are not graduating. Ask if their Girl Scouts wish to continue with other troops or as Individually Registered Members.
- Sell or donate troop assets (e.g., outdoor equipment, craft supplies, or troop-purchased books).
- Return any materials (e.g., flags, supplies, outdoor equipment) borrowed from your service unit or GSHNJ council offices.
- Confirm the troop does not have any outstanding Girl Scout Product Program debt.
- Consult troop members on how remaining troop funds should be spent.
- Distribute all unspent troop funds, adhering to the guidelines outlined in the procedure above.
- Verify that the troop bank account balance is zero and the account is closed.
- Destroy any remaining checks and debit cards. Identify one troop leader who will maintain the bank records for a period of seven years.
- Provide troop records to Girl Scouts who will continue in Girl Scouting (such as service hours, badges earned, etc.). Provide troop records to the families of graduating Girl Scouts or destroy these records, preferably by shredding.
- Submit the [Graduating Troop Notification](#) to GSHNJ. As part of this notification, be prepared to provide:
 - the details of any younger Girl Scouts who will/will not continue with Girl Scouting,
 - the final [Troop Finance Worksheet](#),
 - and evidence of the troop's bank account closure.