

Disbanding Troop Checklist for Volunteers

If your troop is considering not continuing in Girl Scouts, we want to help talk you through all the options available before you disband. Your volunteer support specialist can provide alternatives for keeping the troop together under new leadership, adjust the troop's schedule or activities to better fit troop members' needs, or share other opportunities for girls to continue independently.

- 1 Talk with the girls and their families.** Share options and provide resources for those that want to continue.
 - a. **Stay together.** Have a troop formation meeting to discuss staying together as a troop with new adult leadership. Share the [Transitioning to Leadership video](#) with adults who are interested in leading the troop. For help organizing a troop formation meeting, contact your volunteer support specialist.
 - b. **Continue independently.** Girls can choose to transfer to other troops, participate independently in the service unit, or attend [camp](#) and [program events](#). For more information, contact your volunteer support specialist.

- 2 Spend down the troop bank account.** If the troop is not going to continue, encourage the girls to celebrate their time together using troop bank account funds they have earned. For strategies on brainstorming, planning, and spending money as a troop, watch the short [Financing the Fun!](#) video in [LEAD Online](#).

- 3 Remaining funds?** Follow the [Disbanded Troop Funds Procedures](#), *Volunteer Policies and Procedures*. As a guideline:
 - a. If some girls remain in Girl Scouts and are placed in new troops, the money left in the disbanded troop treasury should be divided proportionately among the new troop(s) based on the number of girls remaining in Girl Scouts and moving to new troop(s).
 - b. If all the girl members leave Girl Scouts, the remaining troop funds will be disbursed to the service unit treasury or GSEMA to be used for new troop start-up funds.

- 4 Close the troop bank account and complete a final Annual Troop Financial Report.** Completing the [Annual Troop Financial Report](#) ensures that GSEMA has a final record of troop monies.

- 5 Retire the troop number.** Notify Customer Care when steps 1-4 are complete so GSEMA can retire your troop's number.

For additional assistance, please contact your volunteer support specialist or Customer Care at 844-306-GSEM (4736) or CustomerCare@gsema.org.