

# Disbanded, Merged, or Graduated Girl Scout Troop Process and Form

## Next Steps

This is a step-by-step guide to disband or merge a Girl Scout troop. When a Troop Leader steps down, or it's time for a troop to close, it's important to help interested girls and their families continue Girl Scouts in another way. When possible, troop funds and supplies move with them.

**First:** Contact your local Girl Scout staff member about the troop disbanding, merging, or graduating. Every situation is different, so you can expect personalized advice and instructions on how to proceed.

**Second:** Connect with the girls and their caregivers. Council staff will share a template message you can use to communicate next steps and share options.

**Third:** Complete this information below and return to [info@gsnwgl.org](mailto:info@gsnwgl.org). Council staff will be in touch to confirm everything is complete.

**Thank you very much for all the time and energy you gave in Girl Scouts to give girls a memorable experience!**

## Definitions

### **Merged Troop:**

A troop is considered merged when at least two troops combine to form one troop.

### **Disbanded Troop:**

A troop is considered disbanded when either new leadership cannot be recruited, or girls and volunteers no longer wish to participate in Girl Scouts.

### **Graduated Troop:**

A troop of 12th grade Ambassadors who have completed their years of Girl Scouts as youth and can now participate as adult members.

## Troop Information

Troop Number: \_\_\_\_\_

Service Area: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Reason for  
Troop Status Change:

- Disbanding  
 Merging  
 Graduating

Troop Leader Name:

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant Troop Leader Name:

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Identifying New Troop Leadership

Did a volunteer(s) or caregiver(s) step up to continue this troop? Council staff will reach out to help plan the transition and get them trained.

- No  
 Yes *(Please include info below)*

Name #1: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name #2: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is this troop merging with another  
troop(s)?

- No  
 Yes *(Please include info below)*

Troop Number: \_\_\_\_\_

Led by Troop Leader: \_\_\_\_\_

## Troop Supplies

- The troop has no supplies or equipment to give.
- Supplies and equipment were given to \_\_\_\_\_
- Supplies and equipment were given to council/Membership Engagement Staff.

## Troop Funds Information

Bank Name:

\_\_\_\_\_

Branch Location:

\_\_\_\_\_

Signer #1 on Account:

\_\_\_\_\_

Signer #2 on Account:

\_\_\_\_\_

## Distributing the Troop Funds

Remember, troop funds belong to all registered girl members in the troop. Troop Leaders can guide girls in making decisions on how to use their troop funds; for example, plan a troop trip, an end of the year party, or make a donation to a local charity. Troops can support Girl Scouts with a donation to their own Girl Scout service area or the council's Family Partnership Fund. Troops are encouraged to use funds to renew Girl Scout memberships (for girls continuing with a new troop or as a Juliette - an individually registered girl) or purchase a Lifetime Membership for graduating Ambassadors.

If funds are not used, the troop bank account will be closed by the Girl Scouts of the Northwestern Great Lakes. If the troop is reactivated within 18 months and Council is notified, the funds are reissued to the troop.

**Funds ARE NOT** to be given to girls/adults individually (this includes cash and/or gift cards). If you have any questions about how to use troop funds during this transition, please contact info@gsnwgl.org.

For girls continuing in another troop, a portion of the funds can be transferred to the new troop. Council staff will advise you on this transition.

## About Merging Troops

If two or more troops decide to merge, volunteers decide which troop number will be used for the merged troop.

## Closing the Troop Account

Please check all that apply:

- All troop funds were spent prior to disbanding and the troop bank account has been closed.
- A troop bank statement with ending balance at \$0 and Troop Finance Log have been submitted to info@gsnwgl.org.
- Debit cards and/or checks are shredded.
- Funds in the account were donated to \_\_\_\_\_, based on the decision of the girls in the troop. Amount donated was: \_\_\_\_\_.
- A Cashier's check, a check written on the troop's bank account, or a Money Order was made out to the Girl Scouts of the Northwestern Great Lakes (GSNWGL), in the amount of \_\_\_\_\_ and is attached for the remaining balance of the account.
- The troop merged, and a Cashier's check, a check written on the closing troop's bank account, or a Money Order was given to (name) \_\_\_\_\_ for deposit in Troop Number \_\_\_\_\_ 's account.

## Status of Girls in Troop

Do girls want to stay involved in Girl Scouts? Great! The details below help council staff quickly move them to new opportunities. Please identify the girl's first choice placement.

Name	Continuing in Girl Scouts? <i>Note the Troop # or Juliette option.</i>	Grade Next Fall

- For Council Use Only
- Girls moving to new troops have been placed
  - Troop bank account has been closed [ by volunteers or  by council]
  - Funds have been distributed to new troops (if applicable)
  - Volunteers have been removed from distribution lists/volunteer roles
  - Membership Engagement Staff/Finance Specialist have been notified
  - Bank statement with \$0 balance and Troop Finance Log submitted