



**TROOP/GROUP DISBANDING PROCEDURE**

**Disbanding Troop/Group**

All disbanded Troops/Groups must close their bank accounts. Any remaining funds, together with a Troop/Group Year-End Financial Report, checkbook, and final bank statement must be sent to their Service Unit Treasurer or designee within 30 days of the decision to disband. If the Troop/Group does not re-register, or the girls do not continue within one year, the funds will be used in the Service Unit as decided by the Service Team.

**Continuing Girls**

Funds and Troop/Group equipment shall follow the girl membership proportionally. A check will be issued to the new Troop(s)/Group(s) by the SU Treasurer or designee.

*"Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the Girl Scout council or Girl Scouts of the USA and shall not be sold, given, transferred, or conveyed to a third party for less than fair market value. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within a Girl Scout council" Blue Book of Basic Documents, 2009, page 18*

**Funds of Disbanding Troop/Group**

- A. Submit the originals of the Troop/Group Year-End Financial Report and Troop/Group Disbanding Notice, along with a check for the outstanding account balance made payable to the Service Unit, to the Service Unit Treasurer or designee.
- B. Submit any remaining Troop/Group equipment/supplies to the Service Unit Manager or designee.

**TROOP/GROUP DISBANDING NOTICE**

**Service Unit:**

**Troop/Group #:**

# Girls in Troop/Group:

# Girls Placed: with Troop/Group#

# Girls Placed: with Troop/Group #

# Girls Individually Registered:

# Girls Waitlisted:

# Girls Not Continuing:

Why is this troop/group disbanding? (Check One)

- Leaders     Girls     Both     Other

Please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Bank:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

**Account Signatories:** \_\_\_\_\_

Check that outstanding balance has been turned over to SU Treasurer or designee? Date: \_\_\_\_\_

Current ending financial report has been filed with SU Treasurer or designee? Date: \_\_\_\_\_

Leaders Equipment/supplies have been turned over to SU Manager or designee? Date: \_\_\_\_\_

Signature of Leader/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SU Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SU Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Original of Troop/Group Disbanding Notice should be forwarded to your Membership and Marketing Manager\*\*\***