

# Disbanding Troop Checklist

If the troop leadership of an existing troop decides not to continue, or if the troop stops meeting during the membership year, the troop must contact council, and complete the following form. Contact our Customer Care team at (520) 327-2288 or [customercare@girlscoutsoaz.org](mailto:customercare@girlscoutsoaz.org) with any questions.

## What You Need to Do

Contact Member Support, so we can discuss how best to support you and your troop.

Recruit! Our goal is to provide a consistent Girl Scout experience for the girls in Girl Scouting. Ask caregivers if they, or someone they know, would be interested in taking over the troop, and notify Member Support if so. *New volunteers taking over the troop must complete the application process and required trainings before meeting with girls.*

If recruiting a new leader is not possible, work with Member Support to find pathways for girls to continue participating in Girl Scouting.

Notify all members of your troop that the troop will be disbanding.

All items and troop inventory purchases via troop funds must be turned into council upon disbanding.

**Final Steps:** Close troop bank account. Submit to Troop Support:

Finance Report (in the Volunteer Toolkit)

Closing bank statement

Troop Disband Notice (below)

*If a troop's bank account is not closed within 60 days of contacting council about a disband, and the troop does not remain active, council will automatically close the account.*

*Any remaining funds will be added to the Opportunity Fund to provide troop startup funds and financial assistance for members. Contact council with any questions.*

## Troop Disband Notice

date	troop #	level <input type="checkbox"/> daisy <input type="checkbox"/> brownie <input type="checkbox"/> junior <input type="checkbox"/> cadette <input type="checkbox"/> senior <input type="checkbox"/> ambassador
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# girls registered in troop	# girls continuing Girl Scouts	# of girls leaving Girl Scouts	
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# girls registered in troop	# girls continuing Girl Scouts	# of girls leaving Girl Scouts	
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## If date differs, when were the following documents submitted?

Finance Report:	Closing bank statement:		
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Why is this troop disbanding?

If any Girl Scouts or adults are continuing, how will they be participating?

## Banking Information

branch name	account #
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signer name 1	signer name 2
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date opened	date closed
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List troop items and inventory purchased with troop funds.

## Signatures

leader's signature	date
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co/leader's signature	date
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council staff signature

date received

date processed