

# 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 following must be completed. All disbanding troops must submit the information below to the Volunteerism Team within 30 days of the troop disbanding. When the troop disbands, all records, equipment and monies must be deposited with the Girl Scouts of Southern Arizona. The supplies will be distributed to other troops for start up. The funds will be held for one year in the event that girls from that troop start up again or move into new troops. After one year, the funds go into the Opportunity Fund to assist Girl Scouts throughout Southern Arizona.

## What You Need to Do

- Notify the Volunteerism Team that the troop is disbanding.
- Notify all members of your troop that you will not be continuing as a leader.
- Recruit! Our goal is to provide a consistent Girl Scout experience for the girls in Girl Scouting. Ask parents if they, or someone they know, would be interested in taking over the troop. Alert Girl Scouts of Southern Arizona with the name of the prospective leader as soon as possible. New volunteers taking over the troop must complete the application process and required trainings before meeting with girls.
- Contact Niki Hoffman at 520.319.3157 to discuss alternate pathways for girls to participate in.
- Place girls in other troops if possible and forward individual girl records.
- All troop supplies, equipment, books, etc. must be returned to the Volunteerism Team. Example: Books, camping equipment, usable craft supplies, etc.
- Submit the following to the Volunteerism Team:
  - Annual Troop Review
  - Troop Disband Notice (below)
  - Final Bank Statement
  - Equipment Inventory List
  - If money remains in account, submit a money order to the Volunteerism Team made out to Girl Scouts of Southern Arizona and note that the funds are from disbanding troop #.
  - Equipment and assets from troop

## 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	
# girls registered in troop	# girls placed in other troops	troop # girls placed into	# girls not placed
# girls on waiting list	# girls placed	troop # girls placed into	# girls now dropped
date Annual Troop Review submitted	date troop Disband Notice submitted	date Final Bank Statement submitted	date Equipment Inventory submitted
date Money Order submitted	date Equipment & Assets submitted		
Why is this troop disbanding?			

## Banking Information

branch name	account #
signer name 1	signer name 2
date opened	date closed

## Signatures

leader's signature	date	
leader's signature	date	
Volunteerism Team representative's signature	date received	date processed