



Troop Disband Notice & Roster

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Please include the girl roster on page two of this form, attach a copy of the final "Troop Financial Report" (form #108) and forward all forms to the volunteer staff liaison.

Service Unit _____ Troop # _____ Disband Date _____

Troop Leaders _____

Reason troop disbanded? _____

All property of disbanded troops (books, equipment, records) purchased with troop funds will be given to the service unit or donated to other troops.

What disposal has been made of assets? (Funds and Equipment) _____

Signature of Leader(s) _____

Procedures for Handling Funds, Equipment & Roster for Disbanding Troops

- All disbanding troops/groups must close their bank account and submit any remaining funds, together with the following items, to the service unit treasurer within 30 days.
 - original of this "Troop Financial Report" (form #108)
 - list of troop assets (materials, supplies and equipment belonging to troop)
 - "Detailed Bank Account Activity Record" (form # 107) or other financial tracking tool
 - final bank statement
 - checkbook/remaining checks

Date troop bank account closed _____ Account balance _____

- Submit a check for the remaining balance, made payable to 'Girl Scouts' with the troop number listed in the note section of the check.

At no time should troop money be given directly to girls, parents or guardians via cash, check or gift cards.

- Troop account debit cards should be destroyed by the cardholders.
- Complete form #106 "Troop Disband Notice & Roster" and submit it to the volunteer support staff liaison at volunteersupport@girlscoutsosw.org.
- Remaining troop funds will be held for one year. If within a year, the troop has not reformed or merged, the remaining funds will be used to benefit other girls.



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Roster of girls from the disbanding of troop # _____

Girl's Name _____ Dropped Waiting List Placed with troop # _____

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