

Please fill out all information completely. Incomplete or missing items will delay finalizing disband. Save a copy for your records before submitting.

To Begin the Troop Disband/Merge Process:

1. Notify all current members and their parents/guardians that the troop:
 - a. will no longer be continuing, and confirm the final meeting date. Share the ways that their girl can still participate in Girl Scouts, such as with a different troop or as an individually registered member in council-sponsored program activities.
 - b. will be merging with another troop and when these changes will take place. Confirm the new meeting date and time and when you will start.
2. Communicate disband or merge plans with your service unit.
3. Email disband@girlscoutsosw.org and include the following:
 - Service unit and troop number
 - Date the troop will no longer be active
 - Person responsible for submitting the forms

What can you do with remaining troop funds?

As a troop, decisions on spending and/or donating the remaining funds of a disbanding troop must always be girl-led appropriate to grade level. The group may decide to spend funds on a final Girl Scout activity or trip, a Girl Scout program, or make a donation to their service unit, another troop, established charity or nonprofit of their choice. If the troop does not spend all funds, a portion of the remaining funds can follow girls to the new troop they have joined.

- No amount of remaining funds may be given directly to girls, parents or guardians. This includes any form of cash, check or cash equivalents such as a gift cards.
- All transactions and any use of troop funds must be finished prior to disbanding, while the girls and volunteers have current memberships.
- Any remaining funds at time of disband must be submitted to GSOSW.

What happens to troop funds submitted to GSOSW?

- If a troop re-forms within a year from disbanding, remaining funds may be restored to the troop. A request for the funds for returning girls' use can be submitted to disband@girlscoutsosw.org.
- If a girl from a disbanded group rejoins Girl Scouts within one year, a portion of the disbanded group's funds may be requested to be transferred to her new group. A request for a transfer of funds from her new group leader is to be submitted to disband@girlscoutsosw.org.
- Any portion of the disbanded group's funds remaining after one year will be used to benefit other Girl Scouts through financial assistance.

Submitting Paperwork

See page 4 for detailed instructions on how to submit this packet.

Questions? Contact disband@girlscoutsosw.org.

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Service Unit #: _____ **Troop #:** _____

Please provide the following information for the individual completing the Troop Disband/Merge Packet:

Name: _____ Email: _____

List troop leaders:

Select One:

- Disband** - Reason for disband: Ambassador troop bridging to adult Girls weren't interested anymore
 Lack of volunteer leadership Initiated by the council Other (please explain below):

- Merge** - Merging with troop/group: _____

Steps (check off as completed):

1. As soon as the decision has been made to disband or merge the troop you need to:

- Notify all parents/guardians.
- Notify the service unit treasurer or service unit manager that the troop is disbanding or merging and when.
- Email disband@girlscoutsosw.org so staff know the troop is disbanding or merging.
- Have girls decide by vote how remaining troop funds will be used and/or donated.

2. All disbanding or merging troops/groups must close their bank account and submit the following items within 30 days of last meeting.

Submit:

- Completed *Troop Disband/Merging Packet* (form #133).
- Detailed Bank Account Activity Record* (form #107) or other financial tracking tool.
- Final bank statement or bank closing summary showing that the account has been closed.

3. Final allocation of troop funds (select one):

- Disband: Submit a cashier's check for remaining funds \$_____ to GSOSW. Make payable to 'Girl Scouts' with the troop number listed in the note section of the check.
- Merge: Submit a cashier's check for remaining funds \$_____ to the continuing troop. Make payable to the troop receiving the funds.
- No remaining funds.

4. Make sure to:

- Destroy troop account debit cards.
- Shred any remaining checks.
- Offer remaining troop equipment and supplies to the service unit or other troops.
- Retain all financial records for three years.

Final Troop Financial Report

Service Unit #: _____ Troop #: _____ Covers period from: _____ to: _____
(month/day/year) (month/day/year)

Name of bank: _____ Bank Account #: _____

Income and Expenses

Income Source			Expenses		
1	Previous balance <small>(should match balance from previous year-end)</small>	\$	1	GSUSA membership dues paid	\$
2	GSUSA membership dues collected	\$	2	Bank charges	\$
3	Troop dues collected	\$	3	Program materials/snacks/crafts	\$
4	Fall Product Program profits <small>(nuts, candy, magazines)</small>	\$	4	Insignia/recognitions <small>(patches, badges, pins)</small>	\$
5	Girl Scout Cookie Program profits <small>(should match eBudde balance)</small>	\$	5	Program activities <small>(council-sponsored programs, service unit events, day/overnight trips, etc.)</small>	\$
6	Other money-earning profits	\$	6	Service projects	\$
7	Donations <small>(cookie booth donations, etc.)</small>	\$	7	Transfer to Troop #: _____	\$
8	Cookie/Nut Credit reimbursements <small>(funds requested from the council, see form #238)</small>	\$	8		\$
9		\$	9		\$
10		\$	10		\$
11		\$	11		\$
Total Income		\$	Total Expenses		\$
Total Income - Total Expenses = End of Year Balance					\$
Final bank statement balance					\$
Difference					\$

Date account closed: _____ Account balance on closing \$: _____

Troop Signatures:

First Bank Signer Name & Signature: _____ Date: _____
(Print Name) (Sign)

Second Bank Signer Name & Signature: _____ Date: _____
(Print Name) (Sign)

Troop Leader's Name & Signature: _____ Date: _____
(Print Name) (Sign)

