



Troop Split, Merge, and Disband Guide

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The Girl Scout experience is all about providing the best opportunities for every girl. Sometimes that means making a big change—like splitting a troop into two troops, merging two troops into one, or disbanding a troop. This guide walks you through the process so that girls, leaders, and families feel informed, included, and ready for the next chapter of their Girl Scout journey.

Girl Scouts of Oregon and Southwest Washington (GSOSW) staff and volunteers are here to support you every step of the way. For help with troop splits, mergers, or disbands, please reach out to your GSOSW Volunteer Support team or email answers@girlscoutsw.org.

Troop Splits

What is a Troop Split?

A troop split happens when one Girl Scout troop divides into two separate troops. This may be needed when:

- The troop has grown too large (typically more than 20 girls).
- It becomes challenging to provide appropriate programming to multiple Girl Scout grade levels in the troop.
- Logistics such as meeting space, volunteer capacity, or activity planning become unmanageable.
- Splitting into two groups creates a more positive experience for girls and adults.
- The goal is always to create the best possible experience for every Girl Scout.

Steps for Splitting a Troop

Step 1: Explore the Need

Troop leaders should meet to determine if splitting is the best solution. Consider:

- Are activities becoming hard to manage due to troop size?

- Will a split provide a better experience for the girls?
- Are there enough volunteers to support two troops?

Step 2: Communicate with Families

Transparency is key.

- Talk with co-leaders and volunteers about how leadership roles may be divided.
- Hold a parent meeting to explain the reasons for the split, answer questions, and gather input.
- Involve Girl Scouts in decision-making in an age-appropriate way.

Sample Email to Caregivers:

Dear Troop 17066 Families,
We are so grateful to have such a strong and growing Girl Scout troop! As our troop continues to thrive, we are considering splitting into two groups to ensure each girl gets the best possible experience.
Please join us for a parent meeting on [date] to discuss this transition and share your thoughts. If you have any questions before then, feel free to reach out.
Thank you for being a part of this journey—we couldn't do it without you!
Yours in Girl Scouting,
[Your Name]

Step 3: Plan the Structure

- Decide how the two troops will be divided (by age level, friendships, or balanced mix).
- Identify troop leaders and volunteers for both groups.
 - Both troops will move forward with a minimum of two unrelated-to-each-other troop leaders who have completed all required training.
 - Both troops must identify a minimum of two, unrelated volunteers who have completed all requirements before a bank account can be opened.
- Ensure no girl feels left out.

Step 4: Manage Logistics

Work with GSOSW staff to:

- Submit a troop formation request through answers@girlscoutsosw.org.
 - Indicate that the forming troop is the result of a troop split and list the previous troop number.
- GSOSW Banking Coordinator will facilitate the division of troop funds in accordance with *Council Volunteer Policies and Procedures*.
- Share troop supplies between both groups.

Step 5: Announce the Troop Split

Celebrate the new troops!

- Host a fun troop meeting to announce the split.
- Reinforce that all girls are still part of Girl Scouts, even if in different troops.

Sample Announcement to Girls:

Great news, Girl Scouts! Our troop is growing, and that means exciting new opportunities ahead. As we continue to grow, we'll be forming two or more troops so everyone can enjoy more meaningful experiences, leadership opportunities, and time to shine. We'll still be part of the same Girl Scout community and may come together for shared activities—while each troop gets to plan its own unique adventures!

Step 6: Support the Transition

- Encourage joint activities to maintain friendships.
- Check in with leaders, parents, and girls to see how everyone is adjusting.
- Reach out to GSOSW Volunteer Support if additional help is needed.

Finances and Troop Splits

Funds are divided equally among all registered girls on the date the split form is submitted to GSOSW. For example, if there are ten registered girls and three transfer to a new troop, the total troop balance is divided by ten, and 3/10 of the account balance is transferred to the new troop. ***Troop members and leaders do not vote or influence funds disbursement in a troop split.***

***A Note About Troop Splits**

When a troop split occurs due to interpersonal conflict or philosophical differences, your Volunteer Support Specialist will support and direct a process as close as possible to that listed above.

Troop Mergers

What is a Troop Merger?

A troop merger is when two or more Girl Scout troops combine into one. Reasons may include leader availability, changes in family schedules, or low participation. These steps ensure that every girl can continue her Girl Scout journey.

Steps for Merging a Troop

Step 1: Notify GSOSW Staff

Inform your Volunteer Support team or contact answers@girlscoutsosw.org. Staff will help guide the process.

Step 2: Communicate with Families

- Hold a family meeting to explain why the troops are merging.
- Discuss and establish a new meeting schedule and location if needed.
- Establish volunteer roles with your expanded team.

Step 3: Manage Troop Finances

The troop merging with the other troop submits their final Troop Financial Report.

- Work with GSOSW staff to ensure funds are handled correctly.
- The troop number being kept in the merger should also be the bank account that is kept.
- If all bank accounts are at US Bank, work with the Group Banking Coordinator to transfer funds into the account being kept and to close the account(s) for the troop(s) merging with another troop.
- If one or both bank accounts are at a bank other than US Bank, the merging troops can write a check to be deposited into the existing troop's bank account. Once the bank account balance is zero, the merging troop should close the account. Notify the Group Banking Coordinator when this process is completed so council records can be updated.

Step 4: Celebrate the Troop's Journey

Take time to celebrate the beginning of a new troop!

- Host a gathering to reflect on each group's accomplishments.
- Support troop members to develop a set of new troop agreements.
- Establish or revise your annual troop plan and goals.

Finances for Troop Mergers

- The bank account that will remain open should match the troop number continuing after the merge is complete.. If all merging troop accounts are with U.S. Bank, please contact the Group Banking Coordinator for support with transferring funds and closing the account for the merging troops.
- If one or both accounts are held at a financial institution other than U.S. Bank, the troop that is merging is responsible for withdrawing its funds and providing them to the troop it is joining.
- Once the funds have been withdrawn, the merging troop should close its bank account.
- When all steps are complete, please notify the Group Banking Coordinator by emailing answers@girlscoutsosw.org so council records can be updated.

Troop Disbands

What is a Troop Disband?

A troop disbands when it is no longer possible to continue meeting as a group. Reasons may include leader availability, changes in family schedules, low participation, or when troop members bridge from Girl Scout Ambassadors to Adults. Follow the steps below to ensure every girl can continue her Girl Scout journey.

Steps for Disbanding a Troop

Step 1: Notify GSOSW Staff

Inform your Volunteer Support team or contact answers@girlscoutsosw.org. Staff will help guide the process.

Step 2: Communicate with Families

- Hold a family meeting to explain why the troop is disbanding.

- Provide options for girls to transfer to another troop, continue as Juliettes (independent Girl Scouts), or rejoin in the future.

Step 3: Manage Troop Finances

- Submit the final *Troop Financial Report*.
- Work with GSOSW staff to ensure funds are handled correctly.
- The troop should discuss and vote for how they wish to use the remaining funds.
 - Options may also include transferring funds to a new troop, covering final troop activities, donations to a charity or supporting girls who continue as Juliettes.

Juliettes do not have bank accounts and cannot receive cash or cash equivalent such as a gift card.

- The disbanding troop may decide to support girls continuing as Juliettes by making purchases to benefit a Juliette's future participation before they leave the troop. This includes new uniform components, badges or patches, membership renewal, camp/program event registration, etc. Purchases must be made before the girl leaves the troop and must be made by the troop treasurer.

Step 4: Close Out Logistics

- Distribute or donate troop supplies (with GSOSW staff guidance).
- Close troop bank accounts once all financial reporting is complete. Work with Group Banking Coordinator to close accounts with US Bank. Those who bank elsewhere are responsible for closing their accounts.
- GSOSW staff will update records to reflect the troop closure.

Step 5: Celebrate the Troop's Journey

Even if a troop is ending, take time to celebrate!

- Host a final gathering to reflect on accomplishments.
- Present badges, patches, and recognitions earned.
- Share memories and encourage girls to continue their Girl Scout journey in new ways.

Finances and Troop Disbands

Remaining funds should benefit the currently registered girls in the disbanding

troop. Funds may transfer with Girl Scouts moving to new troops, support Juliettes, or be used for a final troop activity. Additionally, funds can be donated to a local non-profit or your GSOSW service unit. Troop members must discuss and vote on the distribution of funds. Any funds not specified or transferred will be held by council for one calendar year, at the end of which they will be incorporated into the GSOSW general financial assistance fund.

Support and Questions

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