

Troop Disband Procedures

Every attempt should be made to keep girls involved with Girl Scouts. There are other options for girls to participate once a troop decides to disband. Review this form for more details.

DISBANDING/TRANSITIONING TROOP PROCEDURES

Before you disband your troop, please ask yourself the following questions:

1. Have I talked with my Troop Support Specialist (TSS) to discuss issues which may be leading to the need to disband the troop?
2. If the troop is disbanding because I need to step down as a leader, have I talked with the families of the troop members to see if there is another adult that would be willing to transition into troop leadership?
3. Have I talked with my TSS about recruiting other volunteer leadership from my community?

DISBANDING TROOPS

A troop is considered disbanded when girls and/or leaders no longer wish to continue functioning as a troop. In cases where leaders do not wish to continue, an attempt should be made to work with troop parents or other volunteers to see if there is an adult willing to take over the leadership of the troop and any girls who do wish to continue. Your local volunteer service unit team is a good resource in recruiting new leadership.

- Follow the checklist on the following pages to officially disband your troop.

TRANSITIONING TROOPS

A transitioning troop is one where either new adults are taking over leadership or girl and/or adult members transfer troops, merge troops or split to create additional troops.

IF NEW CO-LEADER(S) ARE TAKING OVER

- Work with your TSS to help facilitate communication between the new and old leadership.
- New co-leaders should be added to the bank account, old co-leaders removed, and a new Bank Account Information form (found on our website on the Forms page) completed and returned to the TSS.
- Share all records, information and supplies purchased with troop funds.

IF THE TROOP IS SPLITTING INTO MULTIPLE TROOPS

- Follow the checklist on the next pages.

IF GIRL MEMBER(S) ARE TRANSFERRING TO DIFFERENT TROOPS OR TO INDIVIDUAL GIRL MEMBER (IGM) STATUS

- Follow the Girl Troop Transfer Process (found on our website on the Forms page).

TROOP FUNDS

All money earned by girls in a Girl Scout troop is considered part of troop funds, which is property of the council, and should be used equally for every girl in the troop. Money cannot be allocated or refunded to individual troop members. In addition, girls are never charged different amounts for participating in an activity based on their individual record of money-earning. Troop funds may follow a girl if her Girl Scout troop participation changes within the Spirit of Nebraska council. **It is up to the girl's new troop co-leader or parent/guardian to request these funds to follow.** Girls must be registered Girl Scout members to receive funds.

HOW TO SEPARATE TROOP FUNDS

The funds in the troop account are to be divided proportionately by the number of girls in the troop at the end of the last full membership year (after taking into consideration memberships, badges, programs, etc. that have already been paid for and the number of years with the troop) at the time the girl leaves the troop. This is the amount that follows each girl.

- **Moving to a New Troop:** The council can electronically transfer (ACH) troop funds from the old troop's bank account into the new troop's bank account, or a check can be written from the old troop account, payable to the new troop, not the girl or parent.
- **Changing to IGM Status:** IGM's cannot have checking accounts, so the troop is to send a check to the council who will purchase a Juliette's Boutique gift card, which can be used for programs, travels, events or retail purchases.

[Email Member Support](#) to request a portion of troop funds moved from your old troop to your new troop. Your area Troop Support Specialist will work with the co-leader from your old troop to determine current amount of available funds, review any and all considerations, and determine the final amount that will follow the girl.

Troop Disband Checklist

The Troop Co-Leader(s) will follow the guidelines below to manage the funds remaining in the troop bank account. Please check each box below to acknowledge you have completed/addressed the following items:

- 1. Contact Member Support (800.695.6690 or [via email](#)) to let us know that your troop is disbanding.
- 2. Contact all parents/guardians to inform them that the troop is disbanding.
- 3. Invite all registered girl members of the troop to vote on how to use the remaining troop funds. A unanimous decision of all girls present is required. If funds remain, the troop will register all girls as [Individual Girl Members \(IGM\)](#) for the next membership year and choose from the following:
 - A. If donating funds to another active troop(s) or the service unit**, the co-leader will issue a check from the troop bank account to the active troop(s) or service unit.
 - B. If using the funds for a troop activity**, the co-leader will pay expenses as incurred from the troop bank account.
 - NOTE: If the troop activity will happen in the next membership year and the bank account must remain open into the next membership year, all signers on the account and girls participating in the activity must be registered for that membership year. When the activity has been completed, a new troop finance report must be submitted.
 - C. If girl(s) continue on in another troop or as an IGM**, follow the Girl Troop Transfer Process, found on our website under “Forms.”
 - D. If no decision is made**, the co-leader will issue a check from the troop bank account to the council for the balance of the remaining funds. **If council is not informed that the troop is disbanding or no action is taken by the troop**, the council will ACH the money out of the troop account.
 - These funds will be held for one year from the date council takes possession. During that year, if a girl decides to return, it is up to the parent or new co-leader to request a portion of these troop funds. Girls must be registered Girl Scout members to receive these funds.
 - After the one-year mark, funds will be used towards Financial Aid for girls in Spirit of Nebraska.
- 4. Complete the Disband Notification Form (page 4), the Disbanding Troop Roster (page 5), listing each girl and indicating if they intend to continue in Girl Scouts and the decision made with troop funds, and Troop Finance Report (page 6). Mail these to Girl Scouts Spirit of Nebraska, 2121 S 44th St, Omaha, NE 68105 or scan and email a copy to MemberSupport@girlscoutsnebraska.org.
- 5. Ensure all debts have cleared the troop checking account and then complete the process required by the financial institution to close the account.
- 6. Officially close the troop account with your bank. Be sure to cut or shred all blank checks and bank cards. Troop financial information should be kept by co-leader for a minimum of four years.
- 7. Complete a final Troop Finance Report (see page 6) and send to the council, within 30 days of the disband date and include the final statement showing the troop bank account closed.
- 8. Work with your TSS to return all troop resources, property, records, and equipment donated or purchased and held in the name of “Girl Scouts Spirit of Nebraska” to the local office within 30 days.
- 9. Delete any Troop Facebook pages or groups and disable/delete related websites.

Troop Disband Notification Form

TROOP INFORMATION

Complete the Troop Disband Notification Form along with the Disbanding Troop Roster (page 5) and the Troop Finance Report (page 6) and email a copy to MemberSupport@girlscoutsnebraska.org or mail to ATTN: Troop Support, 2121 S 44th St, Omaha, NE 68105

5-Digit Troop #: _____

Co-Leader Name: _____

Co-Leader Name: _____

Phone Number: _____

Phone Number: _____

Email Address: _____

Email Address: _____

Grade Level(s): Daisy Brownie Junior Cadette Senior Ambassador

Reason for Disbanding:

Unanimous Girl Decision How Remaining Funds Will Be Spent:

DISBANDING TROOP ROSTER

Please complete each field for each girl in your troop. If continuing with Girl Scouts, please provide the troop number (if known), or indicate "IGM" if she will continue as an Individual Girl Member. Use a copy of this page if extra space is needed.

	GIRL NAME	CONTINUING OR LEAVING?
1		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
2		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
3		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
4		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
5		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
6		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
7		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
8		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
9		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
10		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
11		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
12		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
13		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
14		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
15		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
16		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
17		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
18		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
19		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving
20		<input type="checkbox"/> Continuing w/ Troop #: _____ <input type="checkbox"/> Continuing as IGM <input type="checkbox"/> Leaving



Troop Finance Report

Girl Scouts of the USA requires all Girl Scout councils to maintain records of troop funds. According to Girl Scouts Spirit of Nebraska policy, troop funds are the property of the council and are to be maintained in a Girl Scout bank account. Each troop is required to complete and submit an annual Troop Finance Report with a copy of the May bank statement, **no later than June 30** of the current membership year. Failure to submit a complete report is a violation of policy and may prevent your troop from participating in council-sponsored, Fall Product and Girl Scout Cookie Programs. All reports will be maintained and kept on file in our Finance Department.

Membership Year(s): _____ through _____

TROOP/CO-LEADER INFORMATION

5-Digit Troop #: _____

Service Unit # or School: _____

Troop Grade Level(s): D B J C S A

of Girls in Troop: _____

Co-Leader Full Name: _____

Phone: _____

Email: _____

Is Troop Disbanding? Yes No

If "Yes," please complete the Troop Disband Checklist on page 3.

BANK ACCOUNT INFORMATION

Two signatures of troop volunteers currently registered as Girl Scout members, plus the Troop Support Specialist from your area service center.

Bank Name: _____

Street Address: _____

City: _____

State: _____ ZIP Code: _____

Bank Routing Number (ABA): _____

Account Number: _____

Account Signer 1: _____

Email: _____

Account Signer 2: _____

Email: _____

Troop Support Specialist: _____

Email: _____

BANK ACCOUNT INFORMATION (CONT.)

TROOP INCOME		TROOP EXPENSES	
Beginning Balance:	\$	Annual Membership Registrations:	\$
Troop Dues Collected	\$	Fall Product Program Payments to Council:	\$
Annual Membership Registrations:	\$	Cookie Program Payments to Council:	\$
Fall Product Program Deposits:	\$	Programs and Field Trips:	\$
Cookie Program Deposits:	\$	Badges, Uniform Pieces, Books, etc.:	\$
Other Income:	\$	Supplies:	\$
Other Money-Earning Income:	\$	Food and Beverages:	\$
		Donations to Spirit of Nebraska and/or Charity:	\$
		Name(s): _____	
		Other Expenses:	\$
Total Income:	\$	Total Expenses:	\$
		Income (-) Expenses (=) Ending Balance*:	\$

**If above ending balance exceeds \$1000, please describe below what your future plans include (i.e. saving for a trip or Take Action project, etc.):*

