



Troop Disbandment Checklist

A **disbanded troop** is a **troop** that has become inactive. This could be a troop whose members have graduated to adult, a troop whose members have decided not to continue with Girl Scouts, or a troop who has not had a troop meeting or activity in three (3) months (without any council communication). The disbandment process allows GSSNE to properly archive the troop records and work with troop volunteers to ensure the troop bank account is closed.

To keep troop inventory accurate, GSSNE reserves the right to disband a troop when there are no active members, or in extreme cases when it does not meet the minimum number of Girl Scouts and/or volunteers. GSSNE will always work to place youth members who wish to continue their Girl Scout Leadership Experience regardless of their troop's inactive status.

When considering troop disbandment, volunteers should discuss the following:

What is the Reason?

Troops may choose to disband for various reasons including leaders are moving away, leaders are unable to lead, or girls have graduated high school. Be prepared to provide your reason to council.

Are you sure?

- ☐ Are the girls and families aware of this decision?
- ☐ Has the troop reflected on all options for staying together?
- ☐ Have troop adult volunteers and youth members discussed adjusting schedules, program activities, and reorganizing adult leadership? Sometimes exploring these remedies allows the troop to remain active, and even if the troop does disband, everyone will have had a say in the process.

Secure New Troop Leadership

- ☐ Have current troop volunteers attempted to secure leadership for the troop by speaking to co-leaders, volunteers, and family members? If there is no new troop leadership secured, continue with checklist.
- ☐ Have troop volunteers discussed this with Service Unit Manager and/or Regional Manager for help to continue the troop?

Once the troop's decision to disband is firm, volunteers should follow these steps for proper troop closure:

Outstanding Recognitions

- ☐ Distribute any earned recognitions to Girl Scouts, if applicable.

Existing Troop Funds

What's the plan for existing troop funds? The decision whether to spend or donate the remaining funds should be guided by youth member input.

- ☐ Troop money belongs to Girl Scouts of Southeastern New England, not the troop/group's individual youth members. The funds should be used in a manner that aligns with our mission to develop girls' leadership.
- ☐ Troop funds cannot be given to individuals for their personal benefit either as direct cash, funds, scholarships, or in the form of an asset; the troop must share the funds equally, and non-cash rewards given to an individual youth may not exceed a fair market value of \$600.
- ☐ Troop funds MAY NOT be spent on non-members or by non-members.
- ☐ Make sure all payments made through the bank account have cleared before it is officially closed.

Ways troop money may be spent:

- ☐ Have a party to celebrate the troop's achievements
- ☐ Take a trip, plan a fun activity, or attend a Girl Scouting program
- ☐ Camping
- ☐ Lifetime memberships for graduating seniors
- ☐ Donate any unused funds to another troop, your service unit, or council (funds must come to council and council will disperse the funds to the troop's chosen beneficiary)

Troop Resources / Equipment

What's the plan to dispose of troop equipment?

- ☐ If the troop purchased equipment, youth members should have a say in what happens to it.
- ☐ Troop assets (e.g., outdoor equipment, craft supplies, troop-purchased books, etc.), MAY NOT be given to an individual
- ☐ If your troop/group owns assets like camping equipment, the Girl Scouts might decide to give it to a younger Girl Scout troop that is just starting camping or see if council or the service unit can use the equipment.

Intent to Disbanding / Split Your Troop

- ☐ Must be completed and submitted to council only after the above items have been considered and planned.
- ☐ You will receive confirmation of your troop disbandment via email.
- ☐ Once received by GSSNE, someone from the Membership staff will reach out to provide support.
- ☐ Submit the [Troop Finance Report](#). A \$0 balance should be reflected.
- ☐ Any balance must be turned in and made payable to GSSNE in the form of a bank check.
- ☐ GSSNE will deactivate and retire the disbanding troop number. GSSNE reserves the right to reuse this troop number in the future but will typically hold it for two years before reassigning.
- ☐ Follow through with your plans for equipment (as noted above) if you haven't already.



Troop Documentation

- ☐ Any Girl Scout and/or volunteer documentation (e.g. health history form, rosters, contact information), including originals AND paper and electronic copies, must be returned either to the Girl Scout's caregiver OR destroyed by shredding.
- ☐ Deactivate checkbook and debit cards and turn into council with any financial documentation (receipts, bank statements, etc.). Documentation will be kept for one year then destroyed by shredding.



Social Media

Make sure to delete any troop Facebook page or group and take down related troop social media platforms.

You are done!
Thank you for your dedication to your troop!
Your hard work has made a positive difference!