

Disbanded or Merged Troop Checklist

(Return form to service unit support manager/membership manager)

SU _____ Troop _____ Disbanding? Y N OR Merged with Troop _____

Disbanded Troop:

A troop is considered disbanded when either new leadership cannot be recruited, or girls and troop leaders no longer want to continue as a troop.

- Troop supplies may be given to the service unit team to be distributed to other Girl Scout troops
- Troop account is closed, and funds need to be forwarded to your service unit
- Troop number is returned to the council

Merged Troop:

A troop is considered merged when at least two troops combine to form one troop.

- Troop funds and supplies accompany girls to new troop
- One troop maintains bank account and the other troop bank account is closed

Checklist for Disbanded Troops

Disbanding Troop Leader: _____

Phone: _____ Email: _____

Have you had a conversation with each girl/her family, making a shared decision for the troop?

- Reason for disbanding: _____
- Notify service unit manager and service unit support manager
- Transfer remaining troop funds to the SU account

If BOA:

1. Transfer balance of troop account to your service unit (indicate on online transfer form: "Troop is disbanding; close the account")
2. Email Troop Banking: "Troop _____ is disbanding. Please close the account."
3. Destroy the troop's debit and deposit cards

If Non-BOA:

1. Obtain a cashier's check from the bank, made out to "Girl Scouts"
2. Mail/deliver the cashier's check to the service unit manager or service unit support manager
3. Close out the account completely
4. Destroy bank cards and remaining checks/deposit slips

Checklist for Merged Troop:

Leader of troop merging into: _____

Phone: _____ Email: _____

- Notify service unit manager and service unit support manager
- Transfer remaining troop funds to the newly-merged troop.

If BOA:

1. Transfer balance of troop account to the troop being merged into (indicate on online transfer form: "Troop is disbanding; close the account").
2. Email Troop Banking: "Troop _____ is disbanding. Please close the account."
3. Destroy the troop's debit and deposit cards.

If Non-BOA:

1. Obtain a Cashier's Check from the bank, made out to "Girl Scouts".
2. Mail/Deliver the Cashier's Check to the leader of the merging troop.
3. Close out the account completely.
4. Destroy bank cards and remaining checks/deposit slips.