

# TROOP DISBAND: LEADER CHECKLIST



A troop disband occurs when there are no longer enough adults to lead the troop and/or when there are no longer enough girls to keep the troop open. Two common reasons for troop disbands include: the girls are graduating from high school (congratulations!) or there aren't at least two eligible adults who are able to continue as Troop Leaders.

Disbanding a troop can be an emotional time and we are here to help you through it! There are also important steps that need to be taken to ensure that Girl Scout resources are used wisely and that all girls who wish to continue with Girl Scouts are able to do so. The steps are outlined below and please do not hesitate to reach out for assistance with any of these steps by contacting your Volunteer Support Specialist directly, or [customercare@gsmaine.org](mailto:customercare@gsmaine.org).

## Troop Disband Checklist

- [Explore alternatives to disband](#)
- [Ensure girls know about options to continue with Girl Scouts](#)
- [Transfer leftover troop supplies to another troop in your area or to your Service Team](#)
- [Handle any remaining troop funds appropriately](#)
- [Close the troop bank account](#)
- [Complete the Troop Final Report form](#)
- [Submit the following to GSME:](#)
  - Bank check for any remaining funds made out to "GSME"
  - Receipt/statement from bank showing the account is closed with a zero balance
  - Completed Troop Final Report form

# STEP ONE: Explore Alternatives to Disband

## Graduating Troops:

- Notify your Volunteer Support Specialist that your troop will be disbanding due to graduation (CONGRATULATIONS!). Your Volunteer Support Specialist will send you the Troop Final Report form, and you can skip ahead to [Step Three](#)!

## Non-graduating troops:

- The troop leadership team should first talk as a group (phone, Zoom, or in person if possible) to see if any current volunteers want to continue as Troop Leaders. Include all current troop volunteers in the conversation (Troop Leaders, Parent Helpers, Driver/Chaperones, Cookie Volunteer, Fall Product Volunteer).
- Do you or other volunteers want to continue with the troop but are facing an obstacle and don't see a way around it? Talk with your Volunteer Support Specialist for help brainstorming solutions.
- If none of the current volunteers will be continuing, contact all girls and their families to let them know the situation and ask if any parents/guardians/relatives would like to lead the troop.
  - When possible, have the conversation in-person (or over Zoom) at a parent meeting.
  - If sending the notice by email, if you don't receive any replies right away try following up individually with a phone call or text.
  - Be positive and encouraging.
  - Share what you enjoyed about being a Troop Leader.
  - Discuss the first steps they'll need to take to get started (can include link to the "[How to Become a Troop Leader](#)" flyer).
  - Give them a deadline to reply (two weeks is generally sufficient).
  - Example email:

*Dear Troop 7066 families,*

*As you may be aware, Amy and I are unable to continue as troop leaders due to Amy's upcoming move and my job change. We have loved volunteering as your Troop Leaders, getting to know all of you, and being part of the girls' lives. We are hopeful that at least two of you excellent folks are ready to step in to keep the troop going! If you're interested but not 100% sure what volunteering as a Troop Leader entails, [this flyer here](#) lists the basic steps and you are also welcome to contact me with questions. Please let me know by [two weeks from today] so we can make sure to keep things moving along for the girls.*

- Has a parent/guardian expressed interest in continuing the troop? Fabulous! The troop will not need to disband. Let your Volunteer Support Specialist know and work together on completing the transition.
- If there are not two eligible adults who can take over as Troop Leaders, continue to [Step Two](#).

## STEP TWO: Ensure Girls Know About Options to Continue with Girl Scouts

- If no one expressed interest in stepping up as a Troop Leader, contact all of the girls and their families again to let them know and to ask the girls if they wish to continue with Girl Scouts.
  - Girls can transfer to another troop or register as a Juliette (Individually Registered Member).
  - Any questions from girls/families about options for continuing, please refer them to Customer Care for assistance.
  - Troop funds can be used to renew any girls who wish to continue.
  - Example email:

*Dear Troop 7066 families,*

*Thank you all for your replies to my previous email about the upcoming changes that will sadly keep Amy and me from continuing as Troop Leaders. I understand from your replies that no one is able to step in as a Troop Leader at this time, so we will start working on disbanding the troop. Please let me know if your Girl Scout is planning to continue with Girl Scouts, and if she will be transferring to another troop or registering as a Juliette (Individually Registered Member). If you're not sure, you can find more information on finding another troop and/or the Juliette program here on the GSME website: <https://www.girlscoutsofmaine.org/en/about-girl-scouts/ways-to-participate.html>*

*We can also discuss this after the troop meeting next week. In addition to our regularly planned activities, that troop meeting will also be the time when the girls vote on how to use the remaining troop funds.*

- Give the families an appropriate amount of time to respond (generally two weeks is sufficient) and follow-up with them if necessary.
- Let your Volunteer Support Specialist know which girl(s) are continuing and the new troop number(s), or if the girl(s) will be a Juliette.
- Your Volunteer Support Specialist will send you the Troop Final Report form for you to complete.
- Continue on to [Step Three](#).

## STEP THREE: Complete the Disband Process

- Transfer any leftover troop supplies (such as Girl Guides, journey books, craft supplies, extra patches, etc.) to another troop in your area or to your Service Team.
  - Need help rehoming your troop supplies? Refer to your Service Unit contact list for Service Team contact information, or reach out by posting on your local Service Unit Facebook page.
- Take care of any remaining Troop Funds in an appropriate manner, close the troop bank account, and submit your final bank statement, Troop Final Report form, and any remaining funds. **See Handling Disbanding Troop Funds for more details.**

## HANDLING DISBANDING TROOP FUNDS:

- Troop funds must be used for the benefit of all girls in the troop and can only be used on approved Girl Scout expenses for currently registered girls. Funds are not given directly to girls/families (no cash, checks, gift cards, etc.).
- Any remaining troop funds must stay with the girls who are continuing with Girl Scouts (i.e., transfer funds to the new troop or to the Juliette fund).
- Prior to disband, Troop Leaders should give girls the opportunity to vote on how to use remaining funds, following the guidelines of approved expenses.

### **Examples of approved Girl Scout expenses:**

- Girl Scout membership dues for girls in the troop who are continuing with Girl Scouts.
- Young alum lifetime membership for graduating girls.
- Planning a final outing or activity as a troop while girls and volunteers are still registered.
- Making a contribution to a favorite local charity from the troop.
- Contributing towards troop members attending Girl Scout camp or another Girl Scout program.
- Making a contribution to the local Service Unit or GSME. Common areas of need include:
  - Uniform assistance
  - Membership assistance
  - GSME Camperships
  - Girl Scout travel
  - Supporting a favorite GSME resident camp
  - Gold/Silver award project funding assistance
- Please contact your Volunteer Support Specialist with any questions on approved expenses.
- How to handle troop funds if ONE OR MORE of the girls are continuing with Girl Scouts: [read here](#).
- How to handle troop funds if NONE of the girls are continuing with Girl Scouts: [read here](#).

# How to handle troop funds if ONE OR MORE of the girls are continuing with Girls Scouts:

- As needed, renew any girls who wish to continue.
- Use funds for approved Girl Scout expenses as determined by troop voting (described above).
- For any remaining funds after that, divide the total funds by the number of girls continuing, and transfer that amount to the new troop(s) or the Juliette fund. See example below for details.
- Once the checks have cleared:
  - Close the troop bank account and ask for a receipt/statement from the bank stating the account is closed with a zero balance.
  - Send the following to your Volunteer Support Specialist:
    - ♦ Receipt/statement from bank showing the account is closed with a zero balance
    - ♦ Completed Troop Final Report form (contact your Volunteer Support Specialist if you need this form)

*EXAMPLE: How to handle remaining troop funds for girls who are continuing*

Troop 7066 is disbanding and has \$350 remaining. Ten girls are in the troop and five are continuing. Three of those girls are going to Troop 7200 and two are continuing as Juliettes. All five of the continuing girls are already renewed for the new Girl Scout year. The troop already had a last get together and also bought supplies for their local animal shelter which they donated as a troop. The Troop Leader does the following to take care of the remaining \$350:

$$\text{\$350} \div \text{5 Girls Continuing} = \text{\$70 per girl who is continuing}$$

## CHECK #1

3 girls going to Troop 7200:  $\$70 \times 3 = \$210$

- Make check out to the new troop
- Give check to to the new troop leader

## CHECK #2

2 girls continuing as Juliettes:  $\$70 \times 2 = \$140$

- Make check out to GSME
- Give check to your Volunteer Support Specialist, or drop off at our Bangor or South Portland Service Centers, or mail to:

GSME  
138 Gannett Drive  
South Portland, ME 04106

|                                |                       |
|--------------------------------|-----------------------|
| GSME Troop 7066                | <u>[today's date]</u> |
| PAY TO THE ORDER OF Troop 7200 | \$ 210.00             |
| Two hundred and ten and 00/100 | DOLLARS               |
| MEMO: 3 girls from Troop 7066  | Troop Leader          |
| #1234567890#                   | C7890=5573C           |

|                                                  |                       |
|--------------------------------------------------|-----------------------|
| GSME Troop 7066                                  | <u>[today's date]</u> |
| PAY TO THE ORDER OF GSME                         | \$ 140.00             |
| Two hundred and ten and 00/100                   | DOLLARS               |
| MEMO: 2 girls from Troop 7066 becoming Juliettes | Troop Leader          |
| #1234567890#                                     | C7890=5573C           |

If you need help with this, please contact your Volunteer Support Specialist

# How to handle troop funds if NONE of the girls are continuing with Girls Scouts:

- Use funds for approved Girl Scout expenses as determined by troop voting (described above). Some troops decide to do one last activity together such as going on an outing or making a contribution to a favorite local charity from the troop. Remember, troop funds are only to be used for approved Girl Scout activities for currently registered girls and should not be given directly to girls/families (no cash, checks, gift cards, etc.). Any questions please contact your Volunteer Support Specialist.
- Close the troop bank account, have the bank make out the check for any remaining funds to “GSME”, and ask for a receipt/statement from the bank stating the account is closed with a zero balance. (Note: If the troop does not designate how the funds should be used (ie, for membership assistance, campership, etc.) the funds will be held for a period of one year. If neither the troop becomes active again nor any of the girls continue within that year, the restricted money will go into the general Service Unit fund to benefit local Girl Scouts.)
- Send the following to your Volunteer Support Specialist:
  - ♦ Bank check for any remaining funds made out to “GSME”
  - ♦ Receipt/statement from bank showing the account is closed with a zero balance
  - ♦ Completed Troop Final Report form (contact your Volunteer Support Specialist if you need this form)

## Where do I send the paperwork?

You have a few options:

- Drop off at one of our Service Centers.
  - Bangor: 359 Perry Road
  - South Portland: 138 Gannett Drive
- Give to your Volunteer Support Specialist, if you will be seeing them in person.
- Mail to:
  - GSME
  - c/o [your Volunteer Support Specialist]
  - 138 Gannett Drive
  - South Portland, ME 04106

Thank you for all you contributed as Troop Leaders  
and for making a difference in the lives of girls!

