



# Disbanded Troop/Group Report

**Girl Scouts Heart of the South's Disbanded Troop Policy:** Funds and equipment of disbanded troops/groups are the property of the Girl Scouts Heart of the South and will be returned to the keeping of the council. If reorganization of the troop/group does not take place within 18 months, the resources will be used by the council in the interest of Girl Scouting.

This form should be completed by a service team member or existing troop/group leader and submitted to the field executive whenever a troop disbands.

Definition of a disbanded troop: A troop is considered disbanded when girls and leaders decide not to continue or when new leadership cannot be recruited.

**Instructions:**

- Gather troop resources, i.e. handbook, leader's guide, Council Guide, Safety-Wise, Leader's Digest, etc., and financial records. If account has been closed, be sure to cut or shred all blank checks.  
If it is likely that the troop will reorganize in the near future, also pack/store other reusable equipment, i.e. scissors, first-aid kit with the troop resources.  
Otherwise, recycle troop equipment, and consumable supplies, i.e. markers, glue, craft supplies, etc., to other troops in your area.
- Inventory the items that are being stored and note how you distributed other equipment and supplies on this form and forward it to your field executive.

**Note:** The Annual Troop/Group Financial Report must be completed each year by June 30 and prior to a troop's disbanding.

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_ Level  D  Br  Jr  Teen Girl Scout 11-17  
 Leader of Disbanding Troop/Group's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Membership Year troop was last registered: October \_\_\_\_\_ through September \_\_\_\_\_

Troop # \_\_\_\_\_'s treasury balance of \_\_\_\_\_ has been forwarded by  check  cash to the Girl Scouts Heart of the South with this form and account was closed on \_\_\_\_/\_\_\_\_/\_\_\_\_

There is no troop treasury balance remaining/ account # \_\_\_\_\_ at \_\_\_\_\_ (Financial Institution) was closed on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_ (Name/Position)

The troop equipment to be stored is as inventoried on the back of this form, and is being turned over to the following staff member: \_\_\_\_\_ or stored at \_\_\_\_\_

Other items were recycled as follows:  
\_\_\_\_\_

Leader of Disbanding Troop/Group's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Typing your name here qualifies as a valid signature.

Service Team Member's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Typing your name here qualifies as a valid signature.

Phone \_\_\_\_\_

<p><i>For Office Use Only:</i>          Membership Mgr. Review _____ Date _____</p>
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### Regional Service Centers

Columbus, MS – 662-328-1930 ♦ FAX: 662-328-1220 ♦ 321 7<sup>th</sup> Street North, Columbus, MS 39701 ♦ Mailing: P. O. Box 2492, Columbus, MS 39704  
 Corinth, MS – 662-287-8321 ♦ FAX: 662-286-8142 ♦ 718 Taylor Street, Corinth, MS 38834 ♦ Mailing: P. O. Box 1145, Corinth, MS 38835  
 Grenada, MS – 662-226-0255 or 888-453-2034 ♦ FAX: 662-226-0258 ♦ 2430 Sunset Drive Ste D, Grenada, MS 38901  
 Jackson, TN – 731-668-1122 ♦ FAX: 731-661-0011 ♦ 1007 Old Humboldt Road, Jackson, TN 38305  
 Memphis, TN – 901-767-1440 or 800-727-8104 ♦ FAX: 901-797-2183 ♦ 2715 Kirby Pkwy, Ste 1, Mphs, TN 38119 ♦ Mailing: PO Box 240246, Memphis, TN 38124  
 Tupelo, MS – 662-844-7577 or 800-624-4185 ♦ FAX: 662-680-3164 ♦ 1800 W. Main St., Tupelo, MS 38801 ♦ Mailing: P.O. Box 1087, Tupelo, MS 38802



## Disbanded Troop Process

### Definition

A disbanded troop is a troop that is no longer meeting or the troop has not registered for at least 3 months from the expiration date of the last registration.

If a girl or girls decide to leave a troop because she/they want to join another troop, or the parents want to form a new troop, the troop is not considered disbanded.

### What does the Troop Leader need to do?

If the troop leadership of an existing troop decides not to continue or if the troop decides to stop meeting during the membership year, the leader is to:

1. Notify your Service Unit Director/Membership Manager.
2. Decide on how to use existing troop funds. Encourage this decision to be made by the girls. Please note: "The funds are for Girl Scout activities and are not to be retained by individuals as their property" and "girls may contribute a portion of their group treasury to organizations or projects they consider worthwhile" (excerpted from Safety-Wise Program Standard 28, pg. 74).
3. Complete the Disbanded Troop Form.
4. Complete an Annual Troop/Group Financial Report.
5. Get a cashier's check for any remaining troop funds (which will close the account) or issue a troop check and close the account after the check has cleared.
6. Turn everything (checkbook, bank statements, ATM cards, deposit slips, supplies/materials and the final Troop Annual Finance Report) in to your Membership Manager.

### What the Service Unit needs to do:

1. Ensure the Disbanded Troop Form has been completed.
2. Ensure the Annual Troop/Group Financial Report has been completed.
3. Turn in the financial records to the council.
4. Notify all appropriate Service Unit Team members of the troop disbanding.

### What the council will do:

1. If the troop is reorganized within 12 months, the money will be returned to that troop.
2. Troop leaders who add girls from a disbanded troop may send a written request to the membership department for a proportionate amount of any remaining funds for the girls they absorb. Funds will be sent to the troop.

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