



Disbanding Troop Process

If your troop will be disbanding or you have a graduating Ambassador troop, please take the following steps within thirty (30) days of notifying council.

BEFORE THE TROOP DISBANDS:

- Have you talked with your service unit manager, community manager, or member engagement specialist to discuss concerns that may be causing the need to disband the troop?
- If the troop is disbanding because you need to step down as leader, have you held a meeting with the parents in your troop to see if new troop leadership can be identified?
- If new troop leaders are identified, direct them to our GSGCF website www.gsgcf.org or connect them with customer care at customercare@gsgcf.org to start the volunteer registration process.
- If girls would like to transfer to another troop, please direct their families to their My GS member community to search for new troop opportunities in their area or they may contact customer care.

TO DISBAND A TROOP:

- Notify council by completing and submitting the “**Troop Merge/Disbanding Report**” found at the end of these instructions.
- If no one is able to assume leadership of the troop, ensure all girls and their families are aware the troop is officially disbanding. Find out how the girls would like to continue their participation in the coming membership year.
 - Choose to transfer to a different troop
 - Renew as a Juliette (independent) Girl Scout
 - Discontinue their participation in Girl Scouts.
- As a troop, the girls need to decide how to use their existing **troop funds**.
- Close the **troop bank account**.
- Complete the final **finance report** through the VTK “Finances” tab.
- Donate **troop property** (any items that were purchased with troop funds for troop use), within 30 days, to the service unit for distribution to existing troops, or donate directly to another troop(s). (Examples include extra books, patches, art supplies, tables, cookie booth money box, etc.)

TROOP FUNDS

- Troops should make every effort to use all of their funds before they disband. *Volunteer Essentials* provides guidelines, policies, and procedures for appropriate use of Girl Scout troop

funds. Any remaining troop funds should be divided equally between the girls and used as follows:

- If one or more girls are continuing:
 - If girls are continuing, their proportional share of those funds should be given to their new troop. Ambassador girls interested in continuing as adults can use their proportional funds towards the purchase a lifetime membership.
 - Please note council policy states that money may not be refunded directly to the girls and there can be no individual accounting for girls in the troop.

- If no girls are continuing:
 - When closing the bank account, please ask for a cashier's check (payable to Girl Scouts of Gulfcoast Florida) for the remaining balance and send the check to:
Girl Scouts of Gulfcoast Florida
Attn: Member Engagement Specialist for SU#XXX
4780 Cattlemen Rd.
Sarasota, FL 34233
(The remaining funds will be held for ONE full year for the girls from the troop who may decide to renew at a later time.)
 - Complete the finance report through your VTK "Finances" tab for the troop's final membership year. With the report, you must also attach a copy of your transaction history and final bank statement showing a closing balance of zero.
 - Close the troop bank account within thirty (30) days of disbanding.
 - The troop leader must retain all financial records, documentation, itemized receipts, and cancelled checks for two years in case of an audit.

Troop Merge/Disbanding Report link:

<https://girlscoutsofgulfcoastflorida.wufoo.com/forms/z1pzg29t0tvs1uq/>

Merging Troop Process

If your troop will be merging, please take the following steps within thirty (30) days of notifying council.

BEFORE THE TROOP MERGES:

- Have you talked with the families in the troop to share the plan to merge the troop?
- If girls would like to transfer to another troop, please direct their families to their My GS member community to search for new troop opportunities in their area.

TO MERGE A TROOP:

- Notify council by completing and submitting the “**Troop Merge/Disbanding Report**” found at the end of these instructions.
- Ensure all girls and their families are aware the troop is officially merging. Find out how the girls would like to continue their participation in the coming membership year.
 - Move to the new troop you are merging with
 - Choose to transfer to a different troop (if day/time/location may not work for the girl)
 - Renew as an Juliette (independent) Girl Scout
 - Discontinue their participation in Girl Scouts
- Close **troop bank account**
 - When closing the bank account, please ask for a cashier’s check (payable to the troop you are merging with) for the remaining balance and send the check to the leader of the troop you are merging with.
- Complete the final **finance report** through VTK “Finances” tab.
- Donate **troop property** (any items that were purchased with troop funds for troop use), within 30 days, to the troop you are merging with (Examples include extra books, patches, art supplies, tables, cookie booth money box, etc.)
- The troop leader must retain all financial records, documentation, itemized receipts, and cancelled checks for two years in case of an audit.

TROOP FUNDS

- Troops should make every effort to use all of their funds before they merge. *Volunteer Essentials* provides guidelines, policies, and procedures for appropriate use of Girl Scout troop funds. Any remaining troop funds should be transferred to the new troop.
- Please note council policy states that money may not be refunded directly to the girls and there can be no individual accounting for girls in the troop.
- If a girl(s) must transfer to a different troop, their proportional share of those funds should be given to their new troop.
- If a girl chooses to discontinue their participation in Girl Scout, no proportional share is held in reserve for her.
- When closing the bank account, if there is a balance remaining, please ask for a cashier’s check (payable to the troop you are merging with) for the remaining balance and send the check to the leader of the troop you are merging with.
- Complete the finance report through your VTK “Finances” tab for the troop’s final membership year. With the report, you must also attach a copy of your transaction history and final bank statement showing a closing balance of zero.
- Close the troop bank account within thirty (30) days of merging.

- The troop leader must retain all financial records, documentation, itemized receipts, and cancelled checks for two years in case of an audit.

Troop Merge/Disbanding Report link:

<https://girlscoutsofgulfcoastflorida.wufoo.com/forms/z1pzg29t0tvs1uq/>