

Disbanding Troop/Group Form

Troop Information

Service Unit #: Troop/Group #:

Level: School/Meeting Place:

Day/Time:

1. Leader Name: Phone:

Address: E-mail:

2. Leader Name: Phone:

Address: E-mail:

Girls in Troop/Group: # Girls Placed # Girls Individually Registered:

Girls Not Continuing:

Why is this troop/group disbanding? (check one)

Leaders Girls Both

Other

Please Explain:

Procedures for Disbanding Troops/Groups

Disbanding Troop/Group:

All disbanded Troops/Groups must close their bank accounts. Any remaining funds, together with a Troop/Group Year-End Financial Report, checkbook, Debit/ATM cards and final bank statements must be sent to their Member Support Specialist by Sept 30 of the year of the decision to disband.

Funds of Disbanding Troop/Group:

- A. Encourage girls to spend down earned money on activities they enjoy as a troop.
- B. Close account if there are no remaining funds and all checks and other debits have cleared.
- C. Submit the originals of the *Detailed Cash Record of Troop/Group and Annual Finance Report* and *Disbanding Troop/Group Form* by June 15 to your Member Support Specialist
- D. Submit final *Detailed Cash Record of Troop/Group and Annual Finance Report* and a cashier's check for any outstanding account balance to your Member Support Specialist by September 30 to close the bank account.

Disbanding Troop/Group To Do List:

Date <i>Detailed Cast Record of Troop/Group and Annual Finance Report</i> turned in			
Date Bank account closed:	<input type="text"/>	Date remaining Troop/Group funds turned into GSNI	<input type="text"/>
Troop Leader Signature	<input type="text"/>	Date	<input type="text"/>
Troop Leader Signature	<input type="text"/>	Date	<input type="text"/>
Date Roster of Girls turned in	<input type="text"/>		

Office Use Only

Troop disband initiated by	<input type="checkbox"/> Troop Leader	<input type="checkbox"/> Member Support Specialist	
Date Received by Member Support	<input type="text"/>	Date Recruitment notified	<input type="text"/>

