

## Disbanding a Troop

When a troop is considering disbandment, GSNI would like the leaders, girls, and families to come together and discuss the options. We want the girls to have an opportunity to continue in Girl Scouts should they wish to do so.

We understand leaders need to step away due to various reasons and we hope there are others who are willing to step up for the troop to continue. We ask for the current leaders to assist in finding replacement leaders. When new leaders are found, they will need to register, complete a background check, and take required troop leader training.

Troops considering disbandment should follow these steps:

1. Meet with your troop families to determine if there are adults who will step up as leaders and discuss what the girls would like to do.
2. Discuss with the girls how they would like to spend any remaining funds such as going on field trips, going on an overnight, donating to a charity, another troop, the service unit, the service unit's camp, or GSNI. Funds cannot be spent on gift cards, savings for college, tuition reimbursement, or personal expenses.
3. Contact your Service Unit Manager and /or Service Unit Registrar to let them know about the troop disbandment. It is important to explain how the family meeting went and if there are any girls who need placement into a different troop.
4. Ensure your Membership Engagement Specialist is made aware of the disbandment either by the leaders or the service team.
5. Make plans and spend the remaining funds as the girls have decided.
6. Close the troop bank account and obtain documentation the account is closed.
7. Complete and submit a final financial packet, which includes the completed Final Financial Report, a ledger showing how the remaining funds were spent, bank statements, and the account closure documentation.
8. Complete and submit the [Troop/Group Disbandment/Retirement Form](#)

## Retiring (Graduating) Troops

Retiring (Graduating) Troops will follow the above-mentioned steps 5-8.

**NOTE:** Leaders of disbanding and retiring troops should reference the [Volunteer Policies, Procedures, and How-Tos](#) manual for the official policies and procedures: page 38 (Financial Implications due to Troop Changes) and page 59 (Considering Disbanding the Troop).