

End of the Year Troop Leader Checklist

The end of the school year can be full of things to do as a family and as a Girl Scout Troop. This checklist contains everything you need to stay organized and get everything done for your troop to prep for next year!

End of the Year Checklist:

Hold an End of the Year/Renewal Parent Meeting

(Renewal Parent Meeting included in the MY2025 Renewal Troop Leader Packet)

[Troop Financial Report](#) due June 30, 2024, to your Member Support Specialist

Renew Troop by June 30, 2024 for Early Renewal Incentives

Complete the [Troop Update form](#) on GSNI's website with any Troop changes

Disbanding/Retiring Troops Only: If your troop is disbanding or retiring at the end of this membership year, please complete the following documents *by September 30*:

Complete and submit the [Troop/Group Disbandment/Retirement Form](#) on GSNI's website

Close Troop Bank Account

Complete and submit the Final Troop/Group Finance Report with bank documents showing a zero balance

Turn in any remaining funds to any GSNI Resource Center

Is your troop bridging to the next Girl Scout level? The following check list will help you prepare for your troop's next adventure!

Purchase Bridging Kits for each girl at any GSNI retail location

Plan and hold a Bridging Ceremony using the Girl Scout Bridging Guide

Take the next level training found in your gsLearn Content Library before September 31,2024.