

Troop Disbanding Process

Before you disband your troop, please ask yourself the following questions:

1. Have I talked with my Service Unit Manager (SUM) and/or Volunteer Support Manager (VSM) to discuss issues which may be leading to the need to disband the troop?
2. If the troop is disbanding because I need to step down as a leader have I:
 - Talked with the troop families to see if there is another adult that would like to take over troop leadership?
 - Talked with my VSM about recruiting other volunteers from my community?
 - Considered merging with another troop?

To disband a troop, the troop leader needs to:

1. Notify your SUM and VSM.
2. Notify all members of the troop and their families. Determine which members will be continuing with Girl Scouts, provide them with information about transferring membership and placement.
3. As a troop, decide on how to use existing troop funds within Girl Scout guidelines (see FAQ). Please encourage this decision to be made by the Girl Scouts in your troop. Options include:
 - a. Make plans to spend the remaining funds prior to the end of the Girl Scout year, September 30.
 - b. Donate the remaining funds to Girl Scouts of Western Washington financial assistance fund.
 - c. Have money follow the continuing members of the troop.
 - d. Contribute a portion to organizations or projects they consider worthwhile
4. Complete the [Disbanded Troop Report Form](#).
5. Complete an [Annual Troop Finance Report](#). Please note: if you submitted an ATFR in June, a new final report is due upon disbanding.
6. Once troop funds have been spent, close the bank account by visiting your local branch and be sure to cut or shred all blank checks and bank cards. Please note: troop financials should be kept by a leader for a minimum of 4 years even upon disbanding.
7. Delete any Troop Facebook pages or groups and take down related websites.
8. Gather troop-owned resources (i.e. handbook, leader's guide, camping equipment) and determine what to do with them.

What the Service Unit needs to do:

1. Work with Council staff to ensure the [Disbanded Troop Report Form](#) has been completed.
2. Work with Council staff to ensure the [Annual Troop Finance Report](#) has been completed.
3. Notify all appropriate Service Unit Team members of the troop disbanding.
4. Confirm with Troop leadership if they wish to be removed from SU communications.

Disbanding FAQs

What are the options for Girl Scouts that want to continue with the program?

- Members that would like to continue with Girl Scouts after the troop has disbanded have a couple of options available to them:
 - **They can join another troop.** If they know of a troop in your community, they can reach out to the troop leader to see if they have room available in the troop OR they can check our participation catalog in myGS. If they are unable to find a troop on their own our staff are available to assist them in the hunt for a new opportunity!
 - **They can participate as IRMs.** Becoming an IRM, or Individually Registered Member, allows youth to experience Girl Scouts at their own pace. As an IRM, Girl Scouts can work on badges, participate in events, attend camp, sell cookies, and more! IRMs are encouraged to select activities that they are passionate about and pursue them within Girl Scouts.

What is the best way to split our troop funds among continuing youth?

- We recommend that troops have conversations about how they are going to handle troop funds when they first begin as a troop so that this process does not cause unnecessary conflict. If your troop has had these conversations, we ask that you uphold the agreements your troop made regarding the splitting of troop funds. If your troop has not had the opportunity to have these conversations, we strongly recommend doing an even split amongst the remaining youth members.
 - Example: If you have \$1000 remaining in your troop account and 5 Girl Scouts planning on continuing, each Girl Scout would get 1/5 of the remaining funds at \$200 each.

What can we spend our remaining funds on?

- Before disbanding, ask your troop how they want to use their remaining funds, below are some ideas:
 - Split the remaining funds equally between your remaining members to follow them to a new troop OR to be placed on an IRM card for use.
 - Spend the remaining funds on a fun Girl Scout activity before the end of the Girl Scout year, September 30.
 - Donate any unused funds to your service unit or another troop to pay for Girl Scout activities.
 - Donate any unused funds to Girl Scout of Western Washington's Financial Assistance Program.
 - Donate any unused funds to another organization that your troop is passionate about supporting.

How do I close my bank account?

- Below are the steps to close your troop bank account:
 - Submit a final ATFR to the Volunteer Banking Coordinator
 - Deplete all funds from the troop account and ensure the account is at a \$0 balance before closing the account.
 - If funds are being donated to Financial Assistance, please coordinate with the Volunteer Banking Coordinator to arrange the withdrawal of the funds.
 - One signer visits their local bank branch to request the closure of the troop account.

I submitted an ATFR in June, do I have to do another one if we are disbanding in September?

- Yes, disbanding troops are required to fill out another Annual Troop Finance Report to account for any funds spent between June and the time that you close out your troop bank account.

How can we distribute our troop equipment and materials?

- We recommend that troops distribute their troop equipment and materials to their Service Unit or another troop that could benefit from the supplies. However, troops are also allowed to equitably distribute remaining supplies amongst troop families or donate the equipment to another organization that can make use of the materials.

My troop is disbanding at the end of August. Can I wait to complete my ATFR until then?

- Please complete your ATFR in June, using your May bank statement, and then a second ATFR in August after your remaining troop funds have been spent. For your second ATFR, please use the paper form on our website as you cannot submit two ATFRs in the VTK.