

Disbanding/Merging Troop Notification Form

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Completed form should be submitted to the Service Unit Director or Membership Staff within 30 days of decision to disband. Please submit this completed form to mvp@gsmists.org.

Definition of a merged troop: A troop is considered merged when at least two troops combine to form one troop.

Definition of disbanded troop: A troop is considered disbanded when either new leadership cannot be recruited or girls and leaders no longer want to continue to participate in Girl Scouts.

Procedure:

1. Inventory troop supplies and treasury, then complete this form.
2. If the troop is disbanding, give the troop supplies to the Service Unit Director to distribute to other troops.
3. Close troop checking account and forward any remaining funds to GSMISTS. Dispose of remaining blank checks and debit cards.
4. If troop reactivates within 18 months and Council is notified, funds will be reissued to troop.
5. If troop has merged, troop supplies and troop account monies go with the girls' current troop.

Troop Information:

Service Unit _____ Troop # _____ Troop Level _____

Reason for Disbanding: _____

Troop leader 1: _____ Phone: _____ E-mail _____

Troop Leader 2: _____ Phone: _____ E-mail _____

Troop Funds:

Some or all of the girls are joining other troops. The total funds of \$ _____ are or will be transferred to the troop(s) that the girls are joining as per Volunteer Essentials.

None of the girls will be joining other troops, or some or all girls are interested in other troops, but troop placement has not occurred yet. Remaining troop funds will be turned over in the form of a check payable to GSMISTS to Membership Staff by _____

The troop has used all of its funds. The bank account balance is \$0 and the account is closed.

Account number: _____ Located at: _____

The following items: bank statements, receipts, Finance Report, Detailed Cash Record, any additional records from the past three years other than what is above, have been given to the Service Unit Director or will be given to the Membership Staff by _____

For Office Use Only

Date received _____ Membership Staff signature _____
File form in Troop File. Notify Registrar to inactivate Troop Number _____

