



# Disbanding Form

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If a group disbands, girls are encouraged to use existing money for activities prior to disbanding. The bank account should be closed and all remaining funds must be turned in to a council service center. Money may never be given to individual girls or adults. Disbanded groups are required to submit a completed Group Disbanding Form.

Date Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Service Unit Name/Number: \_\_\_\_\_

Group #: \_\_\_\_\_ Level:  Daisy  Brownie  Junior  Cadette  Senior  Ambassador

Previous Leader/Advisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Previous Assistant Leader/Advisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Reason for Disbanding Group:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Group records, equipment and treasury:

Location of records: \_\_\_\_\_

Location of equipment: \_\_\_\_\_

(Attach an itemized list of equipment)

Balance of treasury: \$\_\_\_\_\_ (Funds may not be distributed to girls)

A final finance report, detailed cash sheet, bank statement and the balance of the group treasury must be turned in to a Girl Scout Service Center attached to this form. Girls from the group who continue as Girl Scouts will have access to their portion of the funds for Girl Scout Program use.

Please attach a copy of the cash receipt for the group treasury received to this form.

<b>FOR OFFICE USE ONLY</b>
Date received: _____
Received by: _____
Submit to: MS, FD