

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 wish 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. Destroy and dispose of remaining blank checks and debit cards.
4. If troop reactivates within 18 months and Council is notified and funds will be reissued to the troop.
5. If troop has merged, troop supplies and troop account monies go with the girls' new troop.

Troop Information:

Service Unit _____ Troop # _____ Troop Level _____ # of girls _____

Reason for Disbanding: _____

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

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

Troop Funds:

_____ (#) girls are joining other troops. The total funds of \$ _____ 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. Remaining troop funds have been turned over in the form of a check payable to GSMISTS to Membership Staff/GSMISTS Service Center

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), and any additional records from the past three years other than what is above, have been given to the Membership Staff person/GSMISTS Service Center.

For Office Use Only

Date received _____ Forwarded to Membership staff _____ Registrar notified to inactivate Troop Number _____ Finance Assistant notified of \$ to be received _____ Form filed in Troop File _____ Membership Staff signature _____