



# Disbanding/Merging Troop Notification Form

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**Completed form should be submitted to your GSMISTS Service Unit/Troop Support Coordinator within 30 days of decision to disband/merge Please submit this completed form to customer care@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 GSMISTS 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 GSMISTS *Volunteer Policies & Procedures*.

None of the girls will be joining other troops. Remaining troop funds have been turned over in the form of a counter check payable to GSMISTS to your GSMISTS Service Unit/Troop Support Coordinator or a GSMISTS Service Center. Please include your troop number in the Memo line.

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

Account number: \_\_\_\_\_ Located at: \_\_\_\_\_

Provide all bank statements from the date of your troop's last completed Finance Report through the month your troop is disbanding to your GSMISTS Service Unit/Troop Support Coordinator. For example, if you turned your Finance Report in during the month of June and your troop is disbanding in September you would turn in bank statements from June, July, August, and September.

**For Office Use Only**

Date received \_\_\_\_\_ Forwarded to Service Unit/Troop Support Coordinator \_\_\_\_\_

Placement Specialist notified to inactivate Troop Number \_\_\_\_\_

Form attached to Troop Record \_\_\_\_\_

Service Unit/Troop Support Coordinator Signature \_\_\_\_\_