

Troop/Group Disband Notice Instructions

For Troops/Groups disbanding, please follow these steps:

- Determine amount of funds remaining in troop bank account prior to disbanding and what should be done with the funds according to GSGLA policy as stated in the Volunteer Essentials Handbook Chapter 5.
- Prepare and electronically submit your final Troop Finance Report – use the [GSGLA Annual Finance Report \(fillable\)](#) form.
- If the balance of your troop funds is going to the Council, obtain a CASHIER'S CHECK made payable to GSGLA for the balance. Using a cashier's check will allow you to close your troop account.
- Close your bank account and obtain a final bank statement from your bank.
- Gather all of your Troop records (including individual girl records, permission forms etc) and give to your Service Unit or Troop Support Specialist for storage/shredding.
- Troop owned equipment and supplies should be handled as stated in the Volunteer Essentials Handbook Chapter 5.
- Make an appointment with your Service Unit Manager to review and submit your paperwork.
- The Service Unit Manager or designee submits form to the service center.