



TROOP/GROUP DISBAND NOTICE

This is a fillable form. Once completed, please print out, sign, and submit to your Service Unit Manager.

Troop #: _____ Service Unit #: _____ Effective Date: _____ Troop Leader: _____

Please submit the following items with this Notice (check off):

☐ Final Troop Finance Report has been electronically submitted ☐ Troop Equipment Inventory ☐ Cashier's Check (if applicable)

Reason for disbanding:

Merging with troop/group# _____ ☐ Aging out Other (please explain): _____

| Member's Full Name | Girl | Adult | Current Level | Transfer to Troop # | New Adult Position Code | Want a new troop | Aging Out |
|----------------------------------------------|------|-------|---------------|---------------------|-------------------------|------------------|-----------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| For more names, please attach another sheet. | | | | | | | |

☐ A cashier's check payable to GSGLA for \$ _____ is attached. (For internal use- acct code: 10-2238-/-/-loc-/-)

☐ The funds of \$ _____ have been transferred to the troop that the girls are joining.

☐ The troop has closed its bank account and used the funds for _____

TROOP EQUIPMENT - attach copy of troop equipment inventory

☐ Troop records have been given to _____ phone _____

☐ Troop owned equipment and supplies have been dispersed as follows: _____

X

Print Leader Name

Signature of Leader

Date

X

Print Service Unit Manager Name

Signature of Service Unit Manager

Date

FOR STAFF USE

☐ Received by SU Support Specialist:

☐ Emailed copy of form to SU

☐ Emailed copy of form to Registration Dept.

Name: _____

Date: _____

Date: _____

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.