

DISBANDED/MERGED TROOP FORM

This form should be completed by the Troop Leader and submitted to the Membership Manager whenever a troop disbands or merges.

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 want to continue.

Procedure

1. Inventory troop supplies and treasury, then complete this form.
2. If the troop has merged, the troop supplies and troop account monies go with the girls to the current troop.
3. If girls from a disbanding troop are placed in multiple troops, the disbanding troop treasury may be divided among the new troops based on the number of transferring girls. Give the checkbook and records to your Membership Manager.
4. If the troop is disbanding, give the troop supplies to school or community organizer to redistribute to other troops.
5. If the troop is disbanding, also complete an Annual Troop/Group Financial Report form (www.gsnwgl.org and on page 122 in Section G)
6. If disbanding a troop and girls are not placed, close the troop checking account and forward any remaining troop account money to your Membership Manager. Shred and dispose of all blank checks.
7. If the troop reactivates within 18 months and council is notified, the funds are reissued to the troop.

Troop # _____ Level: GS Daisy GS Brownie GS Junior
 GS Cadette GS Senior GS Ambassador

School and Service Area _____

Disbanded OR Merged New Troop # _____ Level _____

Troop Leader of disbanding or merged troop _____

Phone (_____) _____ Membership Year _____

Email _____

Troop Account (check one) Checking Savings Account Number _____

Located at (bank and branch) _____

Account Closed: Merged with girls to another troop Turned in to Membership Manager

(Check all that apply) Used according to girls' wishes Blank checks have been destroyed

Please indicate how balance has been used

Membership Manager Signature _____ Date _____

Return to Membership Manager