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| **servicemark_GSGLA_blackTROOP/GROUP DISBAND NOTICE** |
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| For a fillable PDF form, go to: [http://www.girlscoutsla.org/documents/2013 GSGLA\_Troop\_Group\_Disband\_Notice.pdf](http://www.girlscoutsla.org/documents/2013%20GSGLA_Troop_Group_Disband_Notice.pdf)  Please print out, sign and submit with appropriate paperwork to your Service Unit. |

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

**Please submit the following items with this Notice:**

❑Annual Troop Finance Report ❑Bank Statement/checkbook ❑Troop Equipment Inventory ❑Cashier’s Check (if applicable) $

Reason for disbanding:

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

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| **TROOP FUNDS** – Answer the statement that applies (see “Troop Finance Policies”). |
| ❑ 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: |
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| **X** |
| **Print Leader Name Signature of Leader Date** |
| **FOR MDS STAFF USE** |
| ❑ Received by Mission Delivery Specialist: ❑Emailed copy of form to SU ❑ Emailed copy of form to HUB  MDS Name: Date: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*GSGLA 2012-13 Form No. MBR002 rev. 02/07/14*

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 Troop Financial Policies and the Volunteer Essentials Handbook: *The girls or volunteers should be involved in deciding what to do with the troop/group’s funds. In any case, the troop/group funds do not become the property of any individual, girl or adult. It is the responsibility of the Leader to follow the wishes of the girls or volunteers.*

*If girls from the disbanded troop/group are continuing with Girl Scouts in new troops/groups the funds will be re-distributed (on a per capita basis) to the new troops/groups. Any remaining funds will be allocated to the GSGLA Financial Aid fund for girls.*

* Prepare your Annual Troop Finance Report.
* 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 and obtain the final statement.
* Close your bank account and obtain a final bank statement from your bank.
* Gather your Troop records (bank statements, receipts, financial reports, check book, any forms containing member’s personal information, etc) and give to your Membership staff for retention or disposal (paperwork with personal information, credit cards/bank account numbers, etc not needed to be retained will be shredded)
* Troop owned equipment and supplies should be handled as stated in the Volunteer Essentials Handbook.

*Disbanded Troops/Groups are required to submit an inventory list of all Troop/Group equipment and materials to their respective GSGLA Membership staff within 30 days of their final meeting. Equipment and materials distribution will be determined based on inventory and need. This determination is at the discretion of the respective GSGLA Membership staff and if a fair distribution cannot be agreed upon, all equipment & materials will come to the respective GSGLA service center.*

* Complete the Troop/Group Disband Notice. A fillable form may be found at: <http://www.girlscoutsla.org/documents/2012_GSGLA_Troop_Group_Disband_Notice.pdf>

**Please print out and sign form**.

* Make an appointment with your respective GSGLA Membership staff to review and submit your paperwork.

For MDS staff use:

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*MISSION DELIVERY SPECIALIST*:

* + Please review paperwork with leader.
  + If you receive a check payable to GSGLA, please submit check and copy of the Troop/Group Disband Notice to Service Center front desk for processing.
  + Keep a file of Disband Packet paperwork in your Service Center in a membership dept central file.
  + Email a copy of the Troop/Group Disband Notice to the Service Unit.
  + Email a copy of the Troop/Group Disband Notice to the HUB at [registrationhub@girlscoutsla.org](mailto:registrationhub@girlscoutsla.org)

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