

Transitional Troops

A transitioning troop is one where either new volunteers are taking over the troop leadership or the troop wishes to separate into at least two distinct troops. If a new leader is taking over, the process of transition is listed below.

1. Communication with Membership Specialist, your Service Unit Manager, and the parents/caregivers in the troop that there will be new leadership in the troop, or that the troop will be splitting into two troops.
2. Ensure that all Troop Members and volunteers are offered placement options. *This is specific to when one troop splits into two troops.*
3. Transition Troop's financial appropriately.
 - a. If new leaders are taking over, the troop treasurer should ensure that they are made aware of the current finances and the bank account signature card is updated, removing the departing leader and adding the new leader.
 - b. For troops that are separating, troop funds should be distributed according to the number of girls being placed into the new troop. Example: There were 10 girls in the legacy Troop 123 with \$100.00 in their account, 5 girls will join the transitional troop, 4 will stay in the legacy troop and 1 will not continue. In this instance \$40 will stay in the legacy troop, \$50 will transfer to the transitional troop and \$10 will be sent to troop treasuries to be held for 24 months, if she decides to continue in scouting the Finance staff will allocate those funds.

Disbanding Troops

A troop is considered disbanding when girls and/or leaders no longer wish to continue as a troop. In cases where leaders do not wish to continue, an attempt should be made to work with troop caregivers/parents or other volunteers to see if there is an adult willing to take over the leadership of the troop.

Criteria for a Disbanding Troop

1. A troop has completed their Annual Troop Review and has indicated that it will no longer continue.
2. A year-end financial statement from the Service Unit Treasurer indicates that a bank account has been closed.
3. Staff receive notification from the troop leader, parent, or service unit that the troop is disbanding.
4. There are zero leaders renewing or remaining in the troop by November 1 (and the troop is not actively looking for new leadership.)

Process of Disbanding a Troop

1. Communicate with your Membership Specialist, Service Unit Manager and the girl's caregivers/parents.

Remember that a troop disbanding may be a sad experience for troop families- so it is preferred that the leader or the Service Unit Manager notify the Troop families formally of the intention of disbandment as soon as the decision is final. The notification should include the options for continued participation- other troops, APD, IRM, or TLC.
2. Help to find any placement options within the Service Unit for anyone wishing to continue. Any girls who do wish to continue should be supported by the Membership Specialist until they are placed into a new troop, are listed as an IRM or have joined an APD- Alternative Program Delivery. Your assigned Membership Specialist will handle the technical components of moving girls into new troops in our membership system.
3. Complete GSKWR's Disbanding Troop Form (found here-[insert link](#))
4. Use the guidelines below to ensure troop funds are used appropriately.

Troop funds **CAN** be spent by a troop in any number of ways:

- Have a party to celebrate all your achievements,
- Take a trip, plan a fun activity or attend a scouting program,
- Donate to a favorite charity – perhaps one that the troop worked with regularly
- Donate to your Service Unit or to the GSKWR Council Office,
- Disburse funds for girls who are continuing in Girl Scouts in a new troop or as an IRM..

Troop funds **CANNOT** be spent on non-members or by non-members. If the troop has disbanded and has funds that have not been disbursed while girls and leaders have active memberships, the funds must be sent to GSKWR and will be held for 24 months. During this time if any girl wishes to join a troop her portion of the funds will be allocated to her new troop.

Troop funds **CANNOT** be given to the girl's as either direct monetary funds or in the form of gift cards. *See Volunteer Essentials for full details.*

5. Drop off troop supplies to the Service Unit Manager or to your Membership Specialist.

THANK YOU!

Thank you for your volunteerism, your leadership, and your continued support helping to make the transition from a disbanding or transitioning troop as positive an experience as possible for the girl, family, and other troop volunteers. We appreciate all you have done for Girl Scouting! If you have further questions, don't hesitate to contact your Membership Specialist or Volunteer Lead who can help you with this process.

Checklist for Disbanding or Transitioning Troops

This checklist was developed to help with the disbanding or transitioning troop actions. You do not need to turn this form in and based on your unique situation, not all steps may apply.

If new leaders are taking over an existing troop:

- Troop paperwork has been transitioned to the new leaders, including girl records, troop records and financial records.
- The Troop bank account has been updated to remove the departing leader as a signatory, and to add the new leader. All bank cards and unused checks have been transitioned to the new leaders.

If a troop is disbanding:

- Names of any girls who want to continue in Girl Scouting have been provided to your local Service Unit or to your Membership Specialist at your GSKWR council office along with what troop they are interested in if known, or their intention to be an Individually Registered Member (IRM – traditionally a Juliette), or APD.
- Your troop treasurer has distributed all troop funds to troops of ongoing girls, used the troop funds with the girls, or to the GSKWR Troop Treasury to be held.
- You have submitted a Disbanding Troop Form to your Membership Specialist.
- Any materials or supplies (books, flags, supplies, outdoor equipment) borrowed from your local Service Unit or GSKWR Council offices have been returned.
- All troop supplies have been donated to another troop, to the Service Unit, or to GSKWR.
- Your bank account balance is zero and your account is closed.
- Evidence of any closed account has been sent to your Troop Support Lead with a final Troop Financial Report for that troop.
- All girl records (attendance, badges, accomplishments, health history, service) have been provided to the families of girls who will continue in Girl Scouts.

Disbanding Troop Form

Within 30 days of the last troop meeting, please complete this form and submit it to your Membership Specialist with a final Troop bank statement as evidence that your bank account has been closed.

Troop# _____ Date Troop Disbanded: _____ SU _____

Reason for Disbanding: _____

Disbanding Troop Primary Contact (who is submitting this form):

Name: _____ Phone: _____

Email: _____ Date form being submitted: _____

A. Troop Finances:

Bank Name: _____ Bank Location Address: _____

Account Number: _____

Please check the box that applies to your troop.

- A check made payable to GSKWR for \$ _____ is attached.
- The funds of \$ _____ have been transferred to the troop(s) that the girls are joining.
- The troop has closed its bank account and used the funds for

B. Troop Supplies:

- Troop will donate the supplies to another troop or to the Service Unit.
 - Supplies will be brought to the council office.
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For Council Use Only

Disbanding Troop Roster

Please submit this roster to your local Service Team and/or your Membership Specialist as soon as possible to help you with placement of any girls who wish to continue and need support. Please submit more than one page if additional lines are needed.

Troop Number:		Contact Person Name:			
Contact Phone:		Contact Email:			
Disposition of Current Troop Members					
Girl's Full Name					
	Continuing as IRM/Juliette?	Continuing in Existing Troop #	Needs Placement?	Not Continuing	Notes or Special Instructions