



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
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X

Print Service Unit Manager Name	Signature of Service Unit Manager	Date
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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 and give to your Service Unit Support Specialist.
- 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.