

Please submit this form to your **Service Unit Manager** within one month of troop closure.

Troop Information:

Troop #: _____ Service Unit: _____

Co-leader(s): a) _____ b) _____

Email: a) _____ b) _____

Phone: a) _____ b) _____

Grade Level Daisy Brownie Junior Cadette Senior Ambassador

Why is the troop closing? Leaders Girls Aging Out Merging with another Troop

If disbanding or merging, please share reason:

Girl Status:

Please identify by number, the category(s) which apply.

_____ Aging Out

_____ Placed in other troops

_____ Merging with another troop

_____ Interested in another troop but not yet placed

_____ Are registering individually as Juliette Girl Scouts

_____ Do not plan to continue as a member of Girl Scouts at this time.

TOTAL _____ **NUMBER OF GIRLS CURRENTLY REGISTERED IN THE TROOP**

Troop Closing Checklist:

Troop records, books, supplies, equipment, etc. have been given to:

_____ New Co-Leader _____ Service Unit Manager Other: _____

Individual girl records (i.e. health form, badge work, permission slip) have been given to the:

_____ Girl's Family _____ Co-Leader of the girl's new troop(s) Other: _____

Arrange with Service Unit Finance Consultant to:

- Disburse any remaining troop funds
- Close the troop bank account.
- If your troop has been active and utilized your troop bank account after you submitted the most recent annual Troop Financial Activity Report - complete the [Final Troop Financial Activity Report](#) (click link) and follow the instructions included.

Remaining Troop funds totaling \$_____ will be disbursed as follows:

(No cash disbursements, gift cards, or individual monetary gifts are allowed.)

\$_____ To be deposited in each girls new troop's bank account

\$_____ To be deposited in the Service Unit bank account

\$_____ Troop Choice of donation to non-profit organization (i.e. GSWNY Campership Fund)

Completed by: Name _____ Date _____

Troop Position: _____