



# Disbanded/Merged Troop Form

Sometimes leadership changes result in troops merging with one another or disbanding. A Troop Leader needs to complete this form and submit it to Girl Scouts of Wisconsin Southeast in either case. (Steps to merge/disband are on reverse side).

**Merged Troop:** A troop is considered merged when at least two troops combine to form one troop.

- Troop supplies and treasury follow girls to the combined troop.
- One troop should keep its checking account open. The other Troop Leader gets a money order for the new, combined troop, transferring the treasury, then closes out their previous account.

**Disbanded Troop:** A troop is considered disbanded when either new leadership cannot be recruited or girls and Troop Leaders no longer want to continue.

- If a troop disbands, supplies and treasury may be given to a School/Site Organizer to be distributed to other Girl Scouts.
- Money should be forwarded to the Membership Manager. Cashiers checks or money orders should be made out to Girl Scouts of Wisconsin Southeast or GSWISE.
- All blank checks should be cut or shredded.
- If a troop reactivates within a year and the council is notified, the funds are reissued to the troop.

Troop #: \_\_\_\_\_  Disbanded or  Merged

School/Site \_\_\_\_\_ Service Area: \_\_\_\_\_

Troop Leader(s) of disbanded or merged troop: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Last reg. membership year: \_\_\_\_\_

Troop Leader(s) of disbanded or merged troop: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Last reg. membership year: \_\_\_\_\_

Troop Treasury:  Checking or  Savings Account no.: \_\_\_\_\_

Located at (name and address of banking institution): \_\_\_\_\_

\_\_\_\_\_

Account Closed:  Merged with girls to another troop  Turned balance in to council  
 Used according to girls' wishes  Blank checks destroyed

Indicate how girls spent balance of money: \_\_\_\_\_

\_\_\_\_\_

Reason for disband: \_\_\_\_\_

Families informed how: \_\_\_\_\_ Date: \_\_\_\_\_

**Contacts of possible new leadership:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Membership Manager's signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to:** Girl Scouts of Wisconsin Southeast, 131 S. 69th St., P.O. Box 14999, Milwaukee, WI 53214-0999

**(Steps to merge/disband on reverse)**

## Steps to Merge a Troop

1. **Contact the troop membership manager.** You will discuss the need to merge and get tips on how to proceed.
2. **Leaders from both troops meet.**
  - a. Which troop number will be used and which will be retired?
  - b. Whose name will be on the checking account?
  - c. How and when to inform families of the change?
  - d. How will troops combine supplies?
3. **Organize finances and other necessary paperwork.**
  - a. The troop leader of troop whose number is being retired gets a money order for the new troop for the remaining balance in the troop checking account.
  - b. That checking account is then closed and checks destroyed once the check to the new troop clears.
  - c. Troop leader fills out a disband/merge form and delivers it to the Girl Scouts of Wisconsin Southeast (drop off at any service center or mail to the address listed below).
4. **Compile new troop contact information.**
5. **Hold a troop family meeting.** Leaders of both troops should take the time to clearly explain to families how and why the troops are merging and what changes may occur. Hand out a list with new contact information.
6. **Follow up.**
  - a. Make sure all girls in the troop are registered.
  - b. Make sure that all leaders are registered and have passed their triannual background check, as well as done all necessary training.
  - c. Add other leaders to the existing troop account if necessary.

## Steps to Disband a Troop

1. **Contact the troop's membership manager.** You will discuss the need to disband and get tips on how to proceed.
2. **Explain membership options to families.**

Girls may continue as:

  - a. A member of the current troop if new leadership is found
  - b. A member of another troop if one is available
  - c. An individually registered girl
3. **Troop discusses how to use remaining funds.**
  - a. If any girls are continuing by joining another troop, remaining troop funds should follow those girls. The troop leader will get a money order for the other troop.
  - b. If girls are not continuing, gather input from girls about how to use remaining troop funds before the troop disbands by September 30 of that membership year end.
4. **Close the troop bank account.** Once the last funds are disbursed, close the bank account. If any funds remain in the account have a cashier's check made payable to GSWISE.
5. **Follow up.**
  - a. Complete a disband/merge form and deliver it and any remaining funds in the form of a cashier's check to the Girl Scouts of Wisconsin Southeast (drop off at any service center or mail to the address listed below).
  - b. Troop leader or school organizer distributes troop supplies to other troop leaders or school organizer.