

SERVICE UNIT TEAM PROCEDURES FOR DISBANDING TROOPS

The designated person from the Service Unit should:

- 1) **Meet with** the parents of the girls in the troop and **determine** whether disbanding is necessary, e.g.:
 - a) Not enough girls will be remaining in the troop to support the principles of the Girl Scout movement
 - b) All girls have been placed in other troops
 - c) No leadership is available
- 2) **Contact** the girls and place them in an existing troop, or group them with others to form a new troop.
- 3) **Collect** the **troop** program kit, (Leader Guide, Program level handbook/badge book, "Leader's Digest", *Safety Wise*, etc.) and the troop records and keep them within the Service Unit. Troop records are to be retained for one year. If the troop is not reorganized, records should be destroyed. The program kit may be issued to a new troop or may be returned to the field director. Any supplies/equipment should be distributed to the troops that girls have been reassigned to and returned to the field director.
- 4) **Complete** the Disbanding Troop Report and turn in to the Service Unit Manager/ Membership Staff.
- 5) If girls are placed in existing troops, give girls their individual girl record to take with her to the new troop. The Council will issue a check to the girls' new troops based for a portion of the troop funds (divided equally based on the number of girls in the disbanding troop).
- 6) If girls are not being placed in other troops, the funds, supplies and equipment from a disbanded troop will be held by the Council for one year, pending reorganization of that troop.
 - a) The leader or troop committee chair must close the bank account and forward the total amount of the funds by certified check or money order to the Service Unit Manager/ Membership Staff with the Disbanding Troop Report. Make the certified check/money order payable to " Girl Scout – North Carolina Coastal Pines"
 - b) After receiving the funds from the troop leader, the Service Unit Manager/Membership Staff must send all troop financial records with the Disbanding Troop Report, certified check or money order, to the Raleigh Service Center immediately.
 - c) If the troop is not reorganized within one year, the Board of Directors may use the assets in the best interests of the Council.
- 7) Upon receipt of the disbanding report, the Council Registrar will place the troop records in the inactive file until troop is reorganized, or for one year, at which time the troop number will be reassigned.

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