



Troop Disband Form

(to be completed by the Troop Leader or Co-Leader)

Submit completed form to
customercare@gssef.org

- Leaders, girls, and/or parents decide that the troop should be disbanded
- Council is notified of troop's intention to disband by emailing this form to customercare@gssef.org
- Submit the items listed below to Council within 30 days of disbanding:
 - Last bank statement from troop account
 - Troop checking account checkbook
 - Check with any remaining troop funds, payable to Girl Scouts of Southeast Florida. (The funds will be added to the GSSEF Financial Assistance Fund.)
 - Final Troop Financial Report

Troop # _____ Service Unit _____ Date _____

Number of Girls in Troop _____ Number of Girls Placed _____ with Troop # _____

Names of the Girls:

Number of Girls in Troop _____ Number of Girls Placed _____ with Troop # _____

Names of the Girls:

Bank _____ Branch _____

Account # _____ Date opened _____ Date closed _____

What has been done with any troop assets? (Equipment, supplies, etc)

Signature of Leader (if available): _____ Date _____

For Office Use Only: Check all items received from disbanding troop. Date received: _____

Disband Form Final Troop Finance Report Final Bank Statement Troop Checkbook

Check with remaining Troop Funds No Troop Funds Remained

Volunteerism Manager notified (date) _____

SF updated (by/date) _____