

TROOP/GROUP DISBANDING REPORT

Date _____ Regarding Troop/Group #: _____ From _____ Service Unit _____

Prepared by _____ Position _____

1. I have read and understand the current *Volunteer Essentials Resource Guide* as it relates to disbanding a troop/group. Yes No
2. There are troop/group members who wish to continue. Names and phone numbers are listed on back (or attached). Yes No
3. None of the girl members have decided to continue. Yes No
4. I have notified the troop/group parents. Yes No
5. There are parents who might continue the troop/group. Their names and phone numbers are listed on back (or attached). Yes No
6. Our troop/group has discussed the final plan of our troop treasury, and the plan based on the guidelines in the *Volunteer Essentials Resource Guide* is on the back or attached. Yes No
7. The plan for our treasury accommodates girls who will be transferred to other troops/groups. Yes No
8. I have notified a member of the service team or my Community Development Manager (CDM). Yes No
9. I have collected the troop/group records, supplies, equipment, and money (bank statements, withdrawal slips, etc), and arranged to turn them over to a service team member or my Community Development Manager on (date)_____. Yes No
10. I have signed and turned in a final troop/group finance report and ending bank statement and closed the account, making check out to Girl Scouts of Ohio's Heartland Council. Yes No
11. I am ready to be relieved of my obligations of troop/group leadership. Yes No

Signed _____ Date _____

FOR OFFICE USE ONLY

Signature _____ Title _____ Date _____

Please keep a copy of this report. Submit the original to your Service Unit or CDM.