

## TROOP DISBANDED/NEW TROOP LEADERSHIP

Should you be unable to continue as troop leader, your first step is to find an adult to become the leader for any or all girls who would like to stay in the troop. If you cannot find someone, then disregard the \* questions.

### TROOP AND LEADER INFORMATION

Troop #: \_\_\_\_\_ Service unit #: \_\_\_\_\_ Today's date: \_\_\_\_\_

\*New leader's name: \_\_\_\_\_

\*E-mail: \_\_\_\_\_ \*Daytime phone: ( ) \_\_\_\_\_

Leaving leader's name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Daytime phone: ( ) \_\_\_\_\_

Reason for disbanding: \_\_\_\_\_

### GIRL TROOP MEMBERS

Indicate the number of girls in your troop in each age level.

Daisy \_\_\_\_\_ Brownie \_\_\_\_\_ Junior \_\_\_\_\_ Cadette \_\_\_\_\_ Senior \_\_\_\_\_ Ambassador \_\_\_\_\_

If disbanding, number of girls who wish to continue: \_\_\_\_\_ They have been placed in troop #: \_\_\_\_\_

### TROOP BANK ACCOUNT INFORMATION

**Girl Scouts of Middle Tennessee Policy:** All monies earned are considered troop/group funds and are never refunded to individual troop/group members. When a troop/group disbands, any remaining money is deposited to the Girl Scouts and is held in trust for one year. If the troop/group is reactivated within one year, the money will be refunded upon request by the service unit manager.

Bank name: \_\_\_\_\_ Branch: \_\_\_\_\_

Account #: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

- Yes  No Bank account has been closed.
- Yes  No A check for \$ is attached. Payable to the Girl Scouts of Middle Tennessee.
- Yes  No ALL girls have been transferred to one troop and \$\_\_\_\_\_ has been given to this troop.
- Yes  No The troop has closed its bank account and used the funds for: (Every girl must unanimously vote to do this.) \_\_\_\_\_
- Yes  No An annual financial report, to date, along with most current bank statement is attached.

### TROOP TAX EXEMPT NUMBER

- Yes  No \*New leader has contacted the Tennessee Department of Revenue to change the names on the account.
- Yes  No Leaving leader has contacted the Tennessee Department of Revenue to take troop's tax exempt number off record. Call (615) 253-0600/(800) 342-1003.

### TROOP EQUIPMENT

Records have been given to: \_\_\_\_\_

Troop-owned equipment has been dispersed as follows: \_\_\_\_\_

### SIGNATURE AUTHORIZATION

Service unit manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Membership staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SUBMISSION INSTRUCTIONS

Send one copy to your service unit manager and one copy to your membership manager.