

Disbanding Troop Procedure

Girl Scouts Dakota Horizons' [Troop and Service Unit Funds Governance Policy](#), Section B, Handling of Disbanded Troop Funds, states that funds shall be used for troop activities, and according to council policy may not be refunded directly to girls or donated to another organization. Your Member Engagement Manager can work with you and your troop to find alternatives that align with your troops' ideas.

The following is the responsibility of the troop co-leader:

1. Notify the council that the troop will be disbanding.
2. Invite all registered girl members of the troop to vote. A unanimous decision of all girls present is required. If your troop does not currently have active memberships, the troop can renew memberships to vote on how to utilize troop funds. **Troop funds may not be used for any non-Girl Scout purpose.**
 - If donating funds to another active troop(s):
 - Co-leader will issue a check from the troop bank account to the active troop(s).
 - If using the funds for a troop activity:
 - Co-leader will pay expenses as incurred.
Note: If the account must remain open into the next membership year, all signers on the account must be registered for that membership year.
 - If no decision is made:
 - The troop co-leader(s) will issue a check from the troop account to the council.
 - The funds will be recorded and then transferred to the troop's service unit.
 - If there is not an active service unit, the funds will remain with the council for a period of one year. After one year, funds will revert to the council general operating fund.

Note: All girl activities need to be completed within 30 days of the troop disbanding date or by September 30, whichever comes first. If the account must remain open into the next membership year, all signers on the account must be registered for that membership year.
3. Complete the [Disbanding Troop Form](#), indicating if any girls intend to continue and the decision made with troop funds.
4. Ensure all debts have cleared the troop checking account and then complete the process required by the financial institution to close the account.
5. A final [Finance Report](#) should be completed and submitted to the council, within 30 days of intended disband date, showing how all monies have been used.
6. Work with your Member Engagement Manager to return all records, property, and equipment donated or purchased and held in the name of "Girl Scouts Dakota Horizons" to the local service center within 30 days.