

## Troop Changes Checklist

Please submit this checklist with the completed roster to [info@gsiowa.org](mailto:info@gsiowa.org) or send to your local leadership center.

Troop Number \_\_\_\_\_ Service Unit Number \_\_\_\_\_ Date \_\_\_\_\_

- Troop is disbanding                       Troop is changing leadership

### DEPARTING LEADER NAME AND CONTACT INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### DISBANDING TROOP CHECKLIST

- Reason for disbanding

- Complete Disbanded Troop Roster with details (if known) about each girl's membership preference.
- Troop checking account closed and remaining checks are destroyed
- Name of bank, branch \_\_\_\_\_
  - Account # \_\_\_\_\_
  - Date closed \_\_\_\_\_
- Troop [financial report](#) attached
- Remaining troop funds attached (cashier's check)
- Girls may choose to spend remaining troop money on a Girl Scout program or event in which all can participate. **Girl Scout troop money may not follow girls to a new troop.** (per IRS guidelines)
- Troop's equipment, supplies, and books offered to another troop, your service unit, or the council
- Troop social media and/or websites deleted

### CHANGING LEADERSHIP CHECKLIST

- New troop leader(s) have completed registration and background check
- New leader name \_\_\_\_\_
- Names changed on troop checking account
- Name of bank, branch \_\_\_\_\_
  - Account # \_\_\_\_\_
  - Date changed \_\_\_\_\_
- Troop's equipment, supplies, and books passed to new leader
- Administrator rights for any troop social media and/or websites passed to the new troop leader

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Disbanded Troop Roster

Submit this roster with the completed *Troop Changes Checklist*

Roster for Disbanding Troop # \_\_\_\_\_ SU # or Name \_\_\_\_\_

Girl's Name	Juliette	Seeking New Troop <small>List troop number, if known</small>	Placed with Troop # <small>For internal use</small>	Not Returning
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> _____		<input type="checkbox"/>

Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Troop Support Manager \_\_\_\_\_  
For internal use

