

## WHAT TO DO: IF A TROOP DISBANDS, SPLITS, OR MERGES

**DISBANDED TROOPS:** A disbanded troop is a troop that decides not to reregister, stops meeting during a Girl Scout membership year, or is a graduating 12th grade ambassador troop.

- A disbanded troop may use existing troop funds prior to disbanding. Suggested ways to spend remaining troop money could be purchasing lifetime memberships, participating in GSNC programs and/or other activities, making a donation to the Juliette Low World Friendship Fund, or another approved charity. An example of how troop money cannot be spent is purchasing a gift card.

**MERGED TROOPS:** A merged troop is when all girls from one troop merge with another troop.

- Merged troops need to combine their troop funds with the troop they have joined.

**SPLIT TROOPS:** A split troop decides to part ways and not reregister in that troop. Girls choose to continue their Girl Scout experience in other troops.

- A split troop may use existing funds prior to splitting or divide any remaining funds by the number of girls in the troop. If any girls are moving to other troops, remaining funds should be distributed equally to those troops.

### THINGS TO REMEMBER

- Money and gift cards cannot be given to individual girls or adults.
- The troop can decide to use existing funds to register as Girl Scout Juliettes for the next year, so they can still participate in Service Unit and GSNC Council programs/events.

### WHAT DOES A GSNC TROOP LEADER NEED TO DO?

- Notify the GSNC Council Service Center and your Service Unit Volunteer Manager that your troop is disbanding, splitting, or merging.
- If your troop bank account has money left, please have a discussion with your troop about different ways to use it. They should ultimately decide how to spend the remaining troop funds. Remember, funds raised by the troop are not the property of an individual girl or adult.
- Should your troop still have a remaining troop funds balance after exhausting all other options, please remit the funds to Girl Scouts of Nassau County. GSNC will transfer these funds to your Service Unit to support events and activities for Girl Scouts in your community. Should there be any remaining funds, please follow the steps below:
  - Make the check out to “**Girl Scouts of Nassau County**” for the amount of the remaining balance.
  - In the Memo section, please write the following, as it pertains to your troop: “**Troop Disbanding**” and your Service Unit, “**Troop Splitting**” and your Service Unit,” or “**Troop Merging**” and your Service Unit.
  - Mail the check to:  
**Jamie Tortorella, Chief Financial Officer**  
**Girl Scouts of Nassau County**  
**110 Ring Road West**  
**Garden City, New York 11530**
- Next, you will need to close your troop bank account. Be sure all checks and other debits have cleared the account before you close it. Check with your bank regarding this process.
- The last step is to submit the **Disbanding, Splitting, or Merging Form** (<https://gsnc.wufoo.com/forms/disbanding-splitting-or-merging-troops-form/>) and your final bank statement to GSNC.