

GIRL SCOUTS OF MONTEREY BAY

**CHECKLIST FOR TROOPS
CHANGING LEADERS OR DISBANDING**

This checklist is a tool for Service Unit Managers and leaders when over-seeing a change of leadership or disbanding a troop.

TROOP #: _____ LEADER: _____
SERVICE UNIT MANAGER: _____

**WHEN CHANGING LEADERSHIP, THE FOLLOWING MUST BE GIVEN
TO THE NEW LEADERSHIP**

FINANCIAL RECORDS

- _____ Troop dues record sheet up-to-date
- _____ Completed Inventory And Finance Report (form #311)
- _____ Checking account signature card/bank statements turned over
- _____ Weekly income and expenses up-to-date on Detail Cash Record sheet

TROOP RECORDS

- _____ Individual girls record sheets completely filled out
- _____ Troop copy of registration forms
- _____ Medical history forms (#307)
- _____ Any recognitions which need to be awarded
- _____ Troop Attendance Sheets up-to-date
- _____ Completed Troop Information Sheet (#322)

TROOP PROPERTY

ALL TROOP EQUIPMENT REMAINS WITH TROOP NUMBER

- _____ Troop and/or American Flag
- _____ Camping equipment
- _____ Craft materials, program supplies
- _____ Troop books i.e. handbooks and songbooks
- _____ All registration forms
- _____ List of troop committee members and their function
- _____ Leaders Kit (Orientation Packet, Safety Wise, Uniform and Insignia Book, Leaders Digest)

DISBANDING TROOP CHECKLIST

_____ Final troop meeting date _____

_____ Close out checking account
*(*Return any remaining money over to Service Unit Manager. If troop does not re-register within a year, the money will then be allocated to an area that can best serve girls and equipment will be redistributed by the Service Unit Manager.)*

_____ Return any books, videos, equipment, flags, candles, checked out from Castroville Service Center.

*Girls should have a meeting before the troop disbands to decide what to do with the remaining funds.
DO NOT PRORATE BACK TO THE GIRLS
(money raised was a troop effort, not an individual one).

Verified by: _____ (Service Unit Manager) _____ (Date)

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