

# Checklist for Leaders not Continuing with the Troop

THANK YOU for all the time, effort and energy that you have given to benefit the Girl Scouts in your troop. You will be missed! In our effort to continue to provide the Girl Scout program to girls in your troop, please complete the following checklist.

***This checklist is to be completed and turned in before your last troop meeting.***

Name of Leader \_\_\_\_\_ Telephone# \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Asst.-Leader \_\_\_\_\_ Telephone# \_\_\_\_\_

E-mail \_\_\_\_\_

Service Unit Name \_\_\_\_\_ Troop # \_\_\_\_\_ Program Level \_\_\_\_\_

***The following information is to help you close out or transfer leadership of your troop.***

### ***Leader Checklist:***

- Make every effort to recruit a willing replacement from the parents or other troop contacts that you feel would qualify.
- Be sure "Individual Girl Records" are up-to-date.
- Give Individual Girl Record to the girl if she is leaving Girl Scouting.
- If the girl is moving into a new troop in the service unit, turn the records over to the new leader.
- Report the status of your troop to the Service Unit Director/Troop Organizer and help find openings for the remaining girls where possible.
- All badges, patches, awards and other recognitions have been distributed to the girls.
- All troop money has been deposited in the troop bank account.
- An "Annual Troop Financial Report" has been completed, attached to a copy of the current year's troop financial records (bank statements and check book) and turned in to the Service Unit Director.
- I have turned in my checks and closed the account.

***NOTE: Troop money can be divided proportionally among troops who receive continuing girls from your troop, used to start a new troop for the girls, or held by the service unit in case the troop is reorganized in the fall. The Service Unit Director and her team will determine the procedure in compliance with GSGATL's directions. Girl Scout troop money is not the property of individual girls and is never given to individual girls.***

- All other books, supplies, records and troop possessions are to be turned in to the Service Unit Director.

Name of Replacement Leader \_\_\_\_\_ Telephone# \_\_\_\_\_

E-mail \_\_\_\_\_

If leaving Girl Scouts, please state your reason for leaving.

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