

Troop Year-End Checklist

Year End Ceremonies

- ___ Plan final Court of Awards.
 - ___ Order all necessary insignia for final Court of Awards.
(Note: order early to avoid inventory depletion.)
 - ___ Write article for Court of Awards and mail to local newspaper or give it to the service unit public relations manager, if requested.

- ___ If troop has girls Bridging to next level:
 - ___ Plan activities for girls to earn their bridging patch (start early enough to complete requirements.)
 - ___ Notify troop organizer or service unit manager of girls eligible for bridging.
 - ___ Notify bridging members of their new troop/group.
 - ___ Give individual Girl Record forms for bridging members to troop organizer or service unit manager
 - ___ Read "Membership Transfers/Dropouts" section under "Money Management" in Adult Resource Manual and follow guidelines for money transfer, as necessary.
 - ___ Plan Bridging Ceremony with the girls.

Troop/Girl Goals

- ___ Review and evaluate the year's troop plans and goals with the girls.
Were they achieved? If not, are they still relevant? What help does the troop need to reach them?
- ___ Review individual goals and plans with each girl. Were they achieved?
If not, are they still relevant? What help does she need to reach them?
- ___ Plan and carry out the troop cookie money activity(ies) decided upon by the girls.
If activity has not been implemented, is there a clear, definite plan and timeline for it?

Bank Accounts and Financial Statements

- ___ Balance troop/group bank account and reconcile all statements.
- ___ Complete troop/group Financial Report (DCR) and give to service unit manager or service unit treasurer or auditor by the specified deadline.

Intent for Returning Next Year

- ___ Survey girls and adults as to their intent on returning to the program next year.
- ___ Notify service unit manager of future intent of troop/group/adults in leadership positions - staying with troop or resigning.**
- ___ Complete Girl & Adult Troop Placement Form and return to service unit manager or troop organizer.
- ___ Receive completed registration forms and GSUSA registration fees from all girl and adult members planning to re-register for the next Girl Scout year.
- ___ Deliver the above items to the service unit registrar.

___ ***** If adult leadership is resigning, give all troop/group equipment, supplies, handbooks, Safety-Wise, records, flags, bank accounts to troop organizer or service unit manager. CHECKBOOK IS NOT TO BE TURNED OVER TO AN INCOMING LEADER.***

Other Activities

- ___ Complete the United Way form and return it to the service unit manager
- ___ Recognize/thank those individuals, businesses, and organizations which helped the troop during the year. (Sponsors, troop committee people, consultants, etc.)
- ___ Promote day and resident camp opportunities to girls and adults.
- ___ Plan summer fun activities with girls.
- ___ Set date for first formal meeting after summer vacation. Notify girls.

** If your service unit does not have a service unit manager, give all information to your assigned membership staff person.*

HAVE A SUPER SUMMER!