



Girl Scouts of Eastern Oklahoma Guidelines for Transitioning Troops

What is a transitioning troop?

A transitioning troop is one changing leadership or splitting in some way. When it becomes necessary for a troop to make large changes, the most important thing is that the girls have the smoothest transition possible.

Step One: Arrange for Troop Continuity

Work with parents in your troop, other potential volunteers, and your service unit manager or council representative to make sure the girls have a place to go. Sometimes this involves recruiting new leadership. Sometimes it is finding other troops for the girls to bridge to or join. Work closely with these people to make sure it happens as soon as possible. Keep communication lines open so that everyone has the opportunity to be informed about the changes involved.

Step Two: Items to Transfer

Troop items need to be transferred to the new troop leader or the service unit manager if a new leader has not been approved yet. These might include:

- Troop Meeting Supplies (crafts, scissors, utensils, paper goods, stationery, etc.)
- Camping Equipment (dutch ovens, tents, dishes, compasses, etc.)
- Books and Resources (troop badge and hand books, song books, recipes, etc.)

Step Three: Financial Accounting

The checking account information (checkbook and register and account information) must be given to your service unit manager or council representative. He or she will make sure the necessary changes to the signature cards are done before handing it over to the new leaders.

The financial report needs to be current for all income and expenses and turned in to your service unit manager or council representative so that the new leaders will be able to start over with a new report.

Following these guidelines will help ensure the girls have the best possible experience during this time of transition.