

Girl Scouts Diamonds of Arkansas, Oklahoma, and Texas

Volunteer Step Down Letter

The "Step Down" letter is a courtesy letter from a leader to the girls, troop moms, Service Unit team, and the Council to inform them of troop changes. Girl Scouting is a life-time learning experience. By completing this form, you are giving your troop the opportunity to find new leadership so they can continue to grow in their Girl Scout experience.

I will be stepping down as a leader of troop: _____ as of _____ 20____, I will notify my troop of my decision on _____.

Unfortunately, due to personal issues I will not be able to continue as troop leader for:

The rest of this year.

The next coming year of 20_____

My daughter WILL remain involved

I will NOT remain involved


My daughter and I will transfer to troop # _____

My daughter and I will transfer to Service Unit: _____

My daughter and I will transfer to another State: _____

Other _____

 Please **REMOVE** my Email from your Service Unit data: my email is _____

 **Do NOT Remove** my Email from your Service Unit data.

I recommend as a leader or co-leader

Name: _____

Phone #: _____

Email: _____

Address: _____

I understand that all the supplies left, monies, and the bank account belong to the girls in my troop and that I need to return all these items to the Service Unit director and Service Unit treasure and that they will give me a release form stating that I have complied with all my leader exit requirements.

Thank you

Name (please print)

Signature

Date