

## 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