



# 11th Nuneaton (Weddington) Scout Group

Registered Charity No 503394

## Group Subscriptions Payment Policy

**New Members:** All new members have two weeks free before any payments are due. A group joining fee of £10 is to be paid to the section leaders on the night of investiture, which is normally not until the member has bought a uniform. This covers the costs of a group neckerchief, membership badges and any other materials required for new starters. This is a one time payment and not repeated when members move between sections.

**Monthly Subscriptions:** The current subscription fee is £12.50 per month for 10 months of the year. No subscriptions are due in August or December which are our less active months. This fee is reviewed annually.

This subscription covers the annual capitation fee paid to National Scout Headquarters, the running costs of our building and also the costs of badges and activity resources for each section. All of our leaders and helpers are unpaid volunteers.

The preferred method of collecting subscriptions is via an online payment service. Initially you will receive an email advising you that a payment is due. This contains simple instructions to setup your online account. The process takes less than 5 minutes and simply requires your bank account number, sort code and email address. There is no need to use internet banking or visit your branch. The same account can be used multiple times, for parents who have more than one child in the Scout Group.

The fee can be paid by one off direct bank transfers or you can set up an automatic recurring payment. This will pay your fee every month that it is due until either your child leaves\* or you cancel the subscription. If you chose not to select the recurring payment subscription the monthly email reminder will ask you to login to the web-portal and trigger the payment each time.

The advantages of this system are that money is transferred instantly and securely, young people do not have to carry money on them and parents can keep track of their spending via the secure online portal. If you use the automatic recurring payments feature, you won't have to worry about payments ever again\*. It also significantly reduces the volume of admin work for our volunteers.

The payments system is handled by our database software, Online Scout Manager (via their MyScout parents portal) and the money transfer is handled via GoCardless (part of RBS), with a Direct Debit Guarantee. It is important that we have **your** e-mail address (not the young persons) on the Membership Form for this system to function.

For those who are unable to take advantage of electronic payments there is an option for you to pay by cash at the start of each month (except August and December). Please indicate on the Membership Form if you prefer this option. Please bring the cash (£10 per month) in a sealed envelope with your child's name, section and meeting night clearly labelled.

Our policy is to support any family who would be precluded from membership due to the level of subscription. In the first instance this should be discussed in confidence with your child's Section Leader.

**Gift Aid:** Upon joining the group you will be sent an email asking you to sign-up to gift aid. This is a government scheme that allows us to claim 25p for every £1 paid by you from HMRC. This simply involves providing your name, post code and confirming that you are a UK tax payer. No information passes between us and HMRC except these details and the amount paid to the group. The extra income from this greatly assists the group in developing our resources, so it is important that as many parents as possible sign-up. Please note a separate declaration is required for each member, so you will need to sign-up for each member separately.

If you have any issues with the system, please email [myscout@11thnuneaton.org.uk](mailto:myscout@11thnuneaton.org.uk) and we will do our best to solve them for you.

*\*please note that when a child changes section (eg from Beavers to Cubs), the subscription will automatically cancel and you will need to reagree to the payment scheme.*

*Last reviewed 10/9/2017 – CC/CM*

**Group Scout Leader** Chris Cottrell, 90 Northfield Road, Hinckley, LE10 0LJ  
**Telephone** 07511 859028  
**Email** [chriscottrell@me.com](mailto:chriscottrell@me.com)  
**Website** <http://www.11thnuneaton.org.uk>