

4th Newbury Scout Group Subscription Policy

Context

All adults involved in 4th Newbury Scout group are volunteers and give their time freely. However, Scouting is not free as there are other expenses involved in running a Scout Group.

For each member, annually we have to pay capitation to the Scout Association per member which is set by the Scout Association and is an external cost. This covers membership with the Scout Association and all associated insurances and support. In addition to this we have to pay county and district levies which are set by Berkshire County Scouts, and Kennet District. Both these are out of our direct control.

As a group have to pay facility rent, insurances and consumables e.g. badges, items for programme scouting activities, replacement and maintenance of camping equipment.

As with any charity, subscription payments are a significant portion of the group's income and are relied on to keep the group on a financially sustainable basis.

Group Policy

The payment of subs is a compulsory condition of being a member of 4th Newbury Scout Group. They are paid at the start of each term and payment reminders will be issued 3 times a year as follows:

- By the end of September for the Autumn term
- By the end of January for the Winter term
- By the end of May for the Summer term.

In addition, all new joiners pay a once off joining fee.

These payments must be paid whether your child attends or not each week.

We are a cashless group; Therefore, we are unable to accept cash or cheques as a method of payment (cheques incur a cost to us).

It is the group's policy that we will endeavour to ensure that no young person should be denied access to Scouting due to financial hardship. Applications for assistance should be discussed as early as possible and in confidence with the trustees. Contact can be made via the section leaders.

Please note that all decisions re fees and subs rest with the trustees and no leader has the authority to vary any details of this policy.

Non-payment of subscriptions

In the event of a subscription fee being overdue, the following procedure will be used:

- i. A reminder will be sent a fortnight after the fee was due.
- ii. A formal letter from the Group Leader Volunteer will be sent a month after the fee was due requesting immediate payment or a discussion to agree a payment plan for the outstanding fees and any future subscriptions.
- iii. If no arrangement has been made or payment is received by the beginning of the following half term, a further letter will be sent rescinding membership of the group.