



**1st Pocklington**

## **Subscriptions Policy**

**AGREED: 13/5/24**

**TO REVIEW: 13/5/25**

Each group charges a membership fee, known as 'subs'. This pays for insurance, running costs of the Scout Hut, and materials/tools for activities our young people engage in each week.

Here at 1<sup>st</sup> Pocklington, subs are only due for new members after a settling in period of two to three weeks. If your child decides to continue, we charge the following:

- £127.50 per year payable in 3 instalments of £42.50 per school term.
- £67.50 per year payable in 3 instalments of £22.50 per school term for young people of our voluntary Leaders.

All subs instalments shall be paid termly, most commonly through Online Scout Manager (OSM) or by Standing Order, unless by another arrangement between the parent/guardians and the Section Leader or Group Treasurer.

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

## Payment of subs

It is the responsibility of the Parent/Guardian to check their emails frequently and to ensure that their contact information is maintained.

When a payment is due a reminder email shall be sent out via OSM informing Parents/Guardians of this request.

The payment can be automatically initiated via OSM or by paying a Standing Order into the account detailed below.

Lloyds Bank: 1<sup>st</sup> Pocklington Scout Group

Sort Code: 30-99-99

Account Number: 00292141

Please use your Young Person's name as the reference.

## Gift Aid

The Gift Aid scheme is run by the Government and allows charities to claim an additional 25% on donations made by UK taxpayers.

This means each £1 you give is worth £1.25, at no extra cost to you!

So, for a subscription of £42.50, we could receive £53.12. This additional income means we can do more with our sections.

We can claim Gift Aid on your subscription provided you have made a Gift Aid declaration with us. Once we have received both your subscription payment and your declaration, we can make a claim and will receive the additional 25% from the HMRC.

A Gift Aid declaration can be easily made by checking a box on OSM.

# Financial Hardship (Hardship Policy)

Finances should never be a barrier for a Young Person to take part in activities.

1<sup>st</sup> Pocklington recognise that for some families there may be occasions when paying subs can be a challenge. Therefore, the Group is committed to providing financial support in the form of relaxed payment of subsidies/waiving subs to ensure that all Young People have the opportunity to take part in their Section's activities. **Please refer to the Hardship Policy for more detailed information.**

If a Parent/Guardian wishes to apply to pay in monthly instalments or make alternative arrangements:

1. They shall talk to the Section Leader and explain the situation.
2. The Section Leader shall confirm that the Young Person qualifies to vary the payment schedule and will confirm with the Group Treasurer that this is the case.
3. The Group Treasurer shall confirm that the Young Person qualifies for alternative arrangements and shall inform the Section Leader of the decision. The Section Leader shall then inform the Parent/Guardian.

NB: Section Leaders shall only allow subs to be paid in instalments in exceptional circumstances after having confirmed the payment schedule with the Group Treasurer.

Where a Parent/Guardian genuinely cannot afford to pay subs, and the alternative is that their Young Person does not attend, then subscription fees can be offered at a reduced rate agreed by the Group Lead Volunteer (GLV), Treasurer or Chair of the Trustees or waived completely. In this case:

1. The Parent/Guardian shall talk to the Section Leader and explain the situation.
2. The Parent/Guardian shall be referred to the Hardship Policy and asked to complete a Hardship Fund application form to support their request.
3. The Section Leader shall confirm that the Young Person qualifies for the subs to be reduced/waived and refer the situation to the Group Lead Volunteer, Group Treasurer or Chair of the Trustees board.
4. The Group Lead Volunteer, Group Treasurer or Chair of the Trustees board shall inform the Section Leader of the decision. The Section Leader shall then inform the Parent/Guardian.

In either scenario the decision shall be documented, and the Group Treasurer informed.

NB: When a request is refused, the Trustees will be under no obligation to state their reasons.

## Non-Payment of subs

The volunteers who run each section on behalf of the Young People and their Parents/Guardians can spend a lot of time and effort chasing up late payments of subscriptions. This detracts from the aim of providing activities.

In the event of a sub being overdue, the following procedure shall be used:

1. A reminder email shall be sent via OSM no later than seven (7) days after the sub was due. This will be followed up by another reminder seven (7) days later.
2. A formal reminder letter from the Group Treasurer shall be sent one (1) month after the sub was due requesting payment no later than two (2) weeks after the date of receipt of the letter.

Where payment is not possible within this two (2) week period, the Parent/Guardian shall agree a payment plan with the Section Leader or Group Treasurer for the outstanding fees and any future subscriptions.

In cases whereby the Group Treasurer is the named Parent/Guardian then this letter will be sent by the Group Lead Volunteer.

3. If no arrangement has been made by this date and if no discussions have taken place a final reminder letter shall be sent by a member of the Trustees Board (e.g. the Group Lead Volunteer, Group Treasurer, Group Secretary or Chair of the Trustees board) requesting payment no later than two weeks after the date of receipt of the final reminder letter.

The Parent/Guardian shall again be given the opportunity to have a discussion to agree a payment plan for the outstanding fees and any future subscriptions within this period. The letter shall also explain that if no arrangement has been made or if no relevant discussions have occurred within fourteen (14) days, membership shall be terminated.

4. If no arrangements have been made after a period of two (2) weeks after receipt of the final reminder letter, then membership shall be terminated with agreement from the Group Lead Volunteer. Upon membership being terminated, the relevant space shall be offered to the next person on the waiting list. Should a terminated member wish to rejoin the group, they will need to enter the waiting list afresh.

## Appeals process

If any Parent/Guardian feels that this process has been applied incorrectly, the Group Lead Volunteer, Group Treasurer or Chair of the Trustees board should be contacted to discuss the matter and to provide a resolution.