



Scouts

1st Sandwell

**Membership Fees Payment
Policy**

Change Log

Version	Purpose/Change	Author(s)	Date
0.1	Initial draft created	Brigitte Hatfield Alan Dean	07/10/24
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Contents

Change Log	2
1. Purpose.....	4
2. Scope	4
3. Payment of Subs	4
4. Non-Payment of Subs	4
4.1 Late Payments.....	4
4.2. Non-Payment Following Treasurer’s email.....	5
4.3 Impact of non-payment on Group/District/County events.....	5
5. Financial Hardship and Exemptions.....	5
6. Reinstatement After Suspension	5
7. Review and Communication	6
8. Confidentiality	6

1. Purpose

The purpose of this policy is to ensure that all parents/guardians of members of the 1st Sandwell Scout Group meet their financial obligations in a timely manner, ensuring that the group can continue to operate effectively and provide a high-quality programme for all participants

2. Scope

This policy applies to all members of the 1st Sandwell Scout Group, their parents/guardians/those who are responsible for paying monthly membership fees ("subs" or "subscriptions").

3. Payment of Subs

Subscriptions are paid monthly.

The subs cover the cost of running the group, including but not limited to equipment, badges, insurance, headquarters running costs and section meeting expenses.

The preferred payment method is via Online Scout Manager (OSM). However, we will also accept bank transfer or cash, where OSM is not viable, with the prior approval of the Section Team Leader.

If paying via OSM, the system will notify the payee of the payment date (once every month). If paying by cash, this needs to be handed to the Section Team Leader once every month. If paying by bank transfer, this needs to be set up so that the required payment is made into the bank once every month and the Group Treasurer needs to be notified to ensure an accurate record of payments.

4. Non-Payment of Subs

4.1 Late Payments

Parents, making payments via OSM, will receive an automated reminder after 10 days if payments have not been received from the date of request. If a payment has still not been received, a further two reminders will be sent, at 10-day intervals, making a total of three reminders in any month.

If, payment has not been received after one month, the relevant Section Team Leader may contact the person (via text or personalised email) responsible for paying subscriptions and ascertain why the payment has not been made.

If, following this leader intervention (or if no contact has been possible) and still no payment has been received, an email will be sent from the Treasurer, advising that the member's participation in group activities may be suspended if payment is not made.

4.2. Non-Payment Following Treasurer's email

If no payment has been received or an acceptable response received, the relevant Section Team Leader will communicate in person with the parents/guardians of the member regarding the possibility of suspension from participating in Scouting activities until payment is made (see section 5).

4.3 Impact of non-payment on Group/District/County events

Group events - If payments have not been made/or a payment plan is not in place, the member's place will be released and (where applicable) offered to the next member on the waiting list. If payment has been received for the event, note that deposits are non-refundable, and the remaining balance may also be non-refundable (if the place cannot be taken by another member) due to the requirement to book and pay for activities in advance.

District/County events - Organisers of District/County events will be notified of multiple non-payments/late payments of membership fees. This may affect the member's place for these events. However, the decision lies with the leaders/organisers and not 1st Sandwell Scout Group.

5. Financial Hardship and Exemptions

1st Sandwell Scout Group is committed to ensuring that no child misses out on the Scouting experience due to financial hardship. Parents/guardians who are experiencing difficulty in meeting the payment of subs are encouraged to contact their child's Section Leader, or Group Treasurer, to confidentially discuss alternative payment arrangements or the possibility of a reduction/exemption.

6. Reinstatement After Suspension

Once payment of outstanding subs has been made in full (or where an agreed repayment plan has been put in place), the member will be eligible to resume participation in all Scouting activities. The Group will aim to reinstate the member as quickly as possible, but participation may be subject to availability if spaces are limited.

7. Review and Communication

This policy will be reviewed annually by the Trustee Board to ensure it remains fair and effective. Any changes will be communicated to all members and their families via the Annual Group Meeting (AGM).

8. Confidentiality

All matters related to non-payment of subs and financial hardship will be treated with strict confidentiality by the Group Leadership Team.