

9th Guelph Scouts Group

POLICIES AND PROCEDURES FOR ADMINISTERING FUND DISBURSEMENTS FOR SUBSIDIZATION OF REGISTRATION AND PARTICIPATION COSTS Effective November 4th, 2009

I. Scope

These policies and procedures shall govern administration of the 9TH Guelph Youth Subsidy Program, which authorizes disbursements from Group Committee funds. Disbursements from the Fund are to be used solely to provide assistance for current members of the 9th Guelph Scouts Group (any section) for membership registration costs, and for participation in events sponsored by 9th Guelph and its various youth sections.

The 9th Guelph Youth Subsidy Program shall be administered under the auspices of the 9th Guelph Group Committee. Subsidy applications shall be made broadly accessible to Youth Program members. The availability of subsidies, along with the approved policy and application form, shall be publicized and made available to all members or potential members of the 9th Guelph Scouts group.

II. Eligibility

Youth who meet all of the following criteria shall be eligible for subsidy under the program:

1. Those who have applied for membership in the 9th Guelph Scouts group (registration subsidy)
2. Those who are already registered members of 9th Guelph Scouts (participation subsidy) and who actively participate in the Group's fund-raising activities. According to the terms of the Scouts National endowment fund which helps to support 9th Guelph's costs, subsidy recipients are expected to participate in at least two of the three national fundraisers: Scout Popcorn, Apple Day and Scoutrees. Failure to do so may jeopardize future approvals for subsidy.
3. For participation subsidy, those who meet the eligibility criteria of the event they wish to attend (as specified in the information package distributed for the event).
4. Those who have demonstrated financial need through completion of a subsidy application (this may be completed as part of the initial registration process with 9th Guelph, or at the point when subsidy for participation in events is first requested). The subsidy form is attached to this document as Appendix A. Criteria which shall be considered when evaluating a member's need for financial assistance shall include:

- Family income
- Family size (number of dependants)
- Number of adults in the household (single-parent status)
- Parental employment status
- Enrollment as a full-time student (applicable to Rovers)
- Parental illness or disability

III. Covered Costs

Assistance with initial registration costs, as well as for participation in any event or activity conducted under the auspices of 9th Guelph and its youth sections are eligible for financial assistance under the subsidy program. Examples of such costs and events are:

1. Uniforms and handbooks
2. Group camps
3. Section-specific camps

4. Evening or weekend outings and hikes which may include transportation costs, entrance or activity fees, food expenses, or equipment rentals
5. Training activities or camps sponsored by Scouts Canada at the Area (Wellington), Council (Central Escarpment) or National level

Other events sponsored by 9th Guelph shall also be eligible for subsidy, at the discretion of 9th Guelph Group Committee. **Payment of meeting dues is not covered under the 9th Guelph member subsidy program.**

IV. Types of Subsidies

Two types of subsidies shall be funded under the Youth Subsidy Program:

Registration Subsidy:

The 9th Guelph Scouts Group will sponsor a maximum number of subsidized registrations each year (typically five or six). The exact number of subsidized spots available will be determined at the beginning of each scouting year, as part of the annual budget-setting process and within the context of the Group's overall planning and financial activities. In order to fulfill the World Scout Vision of “involving more and more young people, boys and girls, from broader segments of society” in scouting, 9th Guelph will make every effort to enable youth to have access to membership and participation in the Group’s programs.

In order to apply for a registration subsidy, families will be asked to complete the “9th Guelph Group Subsidy Application Form” (Appendix A of this document). The subsidy application form should be submitted to the Group Registrar, and must be accompanied by a registration deposit for 1/3 of the total registration fee set by 9th Guelph for the current scouting year in order to be considered. Subsidization of registration costs, when approved, covers 2/3 of the registration fee level set by Scouts Canada in any given year i.e. the member is expected to pay for 1/3 of the costs of registration, and 9th Guelph will pay for the remaining 2/3. Any two of the following members of 9th Guelph’s Group Committee Executive - Registrar, Treasurer, Administrator or Group Commissioner - may together approve assistance to youth who, because of finances, would not otherwise be able to meet the costs of registering with the 9th Guelph Scouts group.

The Registrar will notify families within two weeks of receiving an application for registration subsidy as to whether or not it has been approved. In cases where the Group is unable to provide subsidy, the family will be offered the option of spreading fees over three equal payments (October, November, December). When appropriate, the family may also be referred to other possible sources of subsidy e.g. church or community service club sources. In order to maximize the number of subsidized registrations which 9th Guelph can provide, the Registrar will also seek funding from external sources (community sponsorships, Scouts Canada endowments, etc.) to offset the cost of subsidized memberships to the 9th Guelph Group.

Participation Subsidy:

The 9th Guelph Scouts Group will, in addition to providing support for registration costs, also provides a participation subsidy to families in need to help sponsor the costs of participating in events sponsored by the Group (meetings, camps, outings, training events). Participation

subsidy is provided at the 75% level i.e. members will pay 25% of the costs of the event, and 9th Guelph Scouts will pay for the remaining 75% of the costs.

Application for subsidization of participation costs can be made by:

a. Submitting a “9th Guelph Group Subsidy Application Form” (Appendix A of this document), as described above. *Families who have already completed the subsidy application form as part of the fall registration process can waive this step.*

b. Once the formal subsidy application form has been approved (step a. above), families can begin to request funding for specific participation costs by submitting a request (by email or by a phone call) to any member of the Group Committee Executive (secretary, commissioner, registrar or treasurer). The request (brief in length) should state the member’s name, a brief description of the event, and the costs involved. **A separate request for subsidy is needed for each event** where financial assistance is being requested – this is necessary so that 9th Guelph’s Group Committee can provide full accountability, transparency, and legal compliance regarding management of the Group’s funds as required by funding bodies, sponsors and donors, and government legislation.

A request for financial assistance for participation in events should be made at least one week before an event, but in no case later than 30 days following the end date of a covered event.

APPENDIX A:

9th Guelph Scout Group Subsidy Application Form

Youth Name: _____

Section: Beavers Cubs Scouts Venturers Rovers

Parent or Guardian Name(s): _____

Subsidy requested for (Please check off all that apply):

- Registration Meeting costs (uniform, handbook) Participation (Special Events and Camps)

Reason for subsidy request:

- Family income - Estimated annual gross family income is (please check one):

____ \$0 - \$29,999 ____ \$30,000 - \$39,999 ____ \$40,000- \$60,000 ____ \$60,000-\$80,000

- _____ Family size (number of dependants)
- _____ Number of adults in the household (single-parent status)
- _____ Parental employment status
- _____ Enrollment as a full-time student (applicable to Rovers only)
- _____ Parental illness or disability

Please include any additional information for consideration:

I understand that the purpose of the Fee Subsidy program is to provide financial assistance for youth who would otherwise not be able to join Scouting due to lack of funds, and that (according to Scouts Canada subsidy policy), subsidy recipients are expected to participate in at least two of the three national fundraisers: Scout Popcorn, Apple Day, and Scoutrees. Failure to do so may jeopardize future subsidy approvals.

Signature of Parent/Guardian or if over 18, Rover

Date

OFFICE USE ONLY

Date Received: _____ Date Reply Sent: _____ Decision: _____