

Areley Kings Scout Group (WF18)

Cost of Living Policy and Procedures



Purpose

This Policy defines how Areley Kings Scout Group (WF18) provides support to parents and guardians to ensure that activities are open to all our Young People. It also sets out how we aim to help a Young Person to go on a trip or camp that they might not otherwise have been able to attend due to financial hardship.

Scope

This Policy applies to all Young People who are members of Areley Kings Scout Group (WF18) and who satisfy the Qualification Criteria in Appendix 1.

Definitions

Term	Definition
Subscription and Fee Help Committee	A sub-committee of the Group Exec Committee consisting of The Group Scout Leader, The Group Executive Treasurer and one other member of the Executive Committee nominated at the Annual General Meeting with responsibility for implementing this Policy.
Regular Attendance	Physical attendance at more than 90% of regular weekly meetings and Special Events in the current and previous term.
Special Event	St George’s Day Parade and Remembrance Day Parade (Scouts only) Fund raising activities such as bag packing, Christmas post-delivery or sponsored fund raising events.
Unauthorised Absence	Failure to give advance notification that a Young Person will not be attending a regular weekly meeting or Special Event. For all but sickness on the actual day of the meeting, 24hrs notice is required.

Policy

Our Commitment

Scouting is about young people learning and having fun, not only at regular weekly meetings but also at special events, fund raising activities, trips and camps. At The Areley Kings Scout Group (WF18) [The Group], we believe that inability to pay for membership subs, camps and events & uniform should not be a barrier to attendance.

We recognise that for some families the extra money needed for a trip may be difficult to find. We also recognise that 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 conditions and subsidies to ensure that all Young People have the opportunity to take part in their Section's activities.

Policy

Specifically, it is the Policy of the Group to:

- Create a Cost of Living Committee to process applications from families.
- The Committee will comprise the Group Scout Leader, Group Treasurer and one other member of the Executive committee nominated at the Annual General Meeting and will be led by the Group Scout Leader.
- To be quorate, at least two members shall be involved in any decision.
- Develop procedures to allow families to apply for support and to have their request processed in a fair and consistent way.
- Ensure that the procedures protect the privacy of applicants as far as is reasonable.
- Promote the existence of this Policy and its supporting procedures to all families.
- Ensure that all requests are judged strictly according to their merits and in accordance with this Policy.
- Report to the Annual General Meeting on the number of requests that have been made and granted in the previous year and how much money has been used to subsidise activities.
- The information will be anonymised.

Responsibility and Accountability

1. The Group Scout Leader is accountable to the Group Scout Council (all members of Areley Kings Scout Group (WF18) for the correct application of this Policy.
2. The Group Treasurer is responsible for keeping appropriate records to allow reporting at each AGM.

3. Section Leaders are responsible for:
 - a. promoting the existence of this Policy to all parents; and,
 - b. supporting families when they apply for support.
4. The Subscription and Fee Help Committee is responsible for:
 - a. processing requests; and,
 - b. reporting to the Group Executive Committee on a regular basis.
5. The Group Executive Committee is responsible for overseeing the implementation of this Policy.

Implementation

This Policy comes into force on the date that it is agreed by the Group Executive Committee.

Approvals

Name	Role	Signature	Date
Andrew Rawlinson	GSL		
Gemma Gould	Group Treasurer		

Appendix 1 – Qualification Criteria

All applications are made on behalf of a specific Young Person. To qualify for support under this Policy, the Young Person must:

- be an invested member of their Section within the Areley Kings Scout Group (WF18);
And
- have a record of Regular Attendance (see definition above).
And
- Taken part in at least half of the Special Events (see definition above) during the last twelve months

Appendix 2 – Procedure for Requesting Relaxed Payment Conditions for Monthly Subs

Purpose

This procedure defines how a parent or guardian of a Young Person can apply to vary how they pay termly subs.

Scope

Only Young People who are eligible (as per Appendix 1) can apply for support.

Procedure Requirements

Principles

1. Monthly subs are normally due on the first day of each month and
2. must be paid in full by the payment system set up by the Section Leader (Normally through OSM the online scout manager system).
3. If a parent feels that they cannot meet this requirement because of financial difficulty they can apply to delay subs for 3 months.

Essentials

1. If a parent or guardian of the Young Person wishes to apply to delay payment for 3 months, they should talk to the Section Leader and explain the situation.
2. The Section Leader shall confirm that the Young Person satisfies the Qualification Criteria. If they do and, in the opinion of the Section Leader, the case to delay the payment schedule is made, they should:
 - a. Suspend the subs payment schedule for that Young Person; and,
 - b. inform the Group Treasurer & Group Scout Leader that the Young Person's subs will be delayed by three months.
 - c. The Group Treasurer shall make a note that subs are to be delayed by three months after which payment for the delayed 3 payments will be made.

Guidance

1. Section Leaders should only allow subs to be delayed in exceptional circumstances.
2. It is the Section Leader's responsibility to ensure that following the "pause" in payments, the full amount is then collected.
3. This process must be continued by a parent if they feel that they cannot afford to pay the subs through financial difficulty up to a **6months**.

Appendix 4 - Requesting support to allow a Young Person to attend a paid-for event or camp

Purpose

This Procedure defines how parents and guardians of Young People can apply for financial support so that their son or daughter can attend a paid-for event or camp.

Scope

Only Young People who are eligible (as per Appendix 1) can apply for support.

Procedure Requirements

Principles

1. If a parent signs their son/daughter up to a trip, they are committing to make the full payment by the due date/s in the invitation.
2. In cases of genuine hardship, the parent or guardian may apply to the Hardship Committee for financial support.

Essentials

1. The parent or guardian shall talk to the Section Leader and explain the situation.
2. The Section Leader shall confirm that the Young Person satisfies the Qualification Criteria. If so, they shall make a recommendation to the Group Scout Leader.
3. After discussion with the Section Leader, the Group Scout Leader shall make a recommendation on whether to support the request and then inform the other members of the Hardship Committee.
4. Within two weeks, the Subscription and Fee Help Committee shall confer and:
 - a. reach a decision on whether or not to approve the request;
 - b. agree a payment schedule and any subsidy; and
 - c. record their decision.
5. The Group Treasurer shall record the decision for audit purposes and record the payment schedule against the trip/camp account.
6. The Group Scout Leader shall inform the Section Leader of the decision, reason and payment terms, who can inform the parent or guardian.
7. The parent or guardian shall then either agree to meet the payment terms or withdraw the request.

Guidance

1. It is the Section Leader's responsibility to ensure that the installments are paid on time and to report to the Group Scout Leader if they are not.
2. Except in exceptional cases, the Hardship Committee should only give approval for two events or camps per year for each Young Person.
3. When refusing a request, a reason should always be given.