



Dear Parents/Carers

Re: Subscription Payments to 1st Keyham Scout Group

Thank you for your interest in 1st Keyham Scout Group. This letter outlines our policy of collecting subscriptions (subs). The first four weeks you attend are free, after this you will need to pay subs as detailed below.

All adults involved in 1st Keyham are volunteers and give their time freely. However, Scouting is not free as there are other expenses involved in running a Scout Group. Annually we have to pay capitation to the Scout Association at about £35 per member. This covers membership with the Scout Association and all associated insurances and support. In addition we have to pay for utilities and maintenance of our Scout Hut. Finally we have to pay for items such as badges, items for scouting activities, replacement and maintenance of camping equipment.

The payment of subs is a **compulsory** condition of being a member of 1st Keyham Scout Group. Payments must commence immediately after the four weeks trial period. There are several different methods of paying subs:

- **Termly** – 3 payments of £30 due in the first week after the Christmas, Easter and Summer holidays. This can be by cash or cheque payable to 1st Keyham Scout Group
- **Monthly** – 12 payments of £7.50 due in the first week of every month. This can be paid by cash or cheque (to 1st Keyham Scout Group) or by our preferred method Standing Order (standing order form attached)
- **Weekly** – weekly payments of £2 per week. The weekly payment must be paid whether your child attends that week or not. The only times the weekly payment is not payable is when the session is cancelled by the Section Leader. This is our least favoured method as it involves extra administration for the Section Leader at the start of a session.

Please can you ensure payments of subs are made promptly. Reminder letters will be sent to you if you fall behind in your sub payments. Failure to pay subs after these reminders may result in your child losing his/her place at 1st Keyham. If you have a problem paying subs due to hardship please see a leader in confidence, as we have a policy in place for this situation.

I have also attached a gift aid form to this letter. If you are a tax payer please can you complete and return, this enables us to claim gift aid on all subs received, from the government, currently 28p for every £1 received.

Yours sincerely

1st Keyham Scout Group Executive Committee