

Membership Fees Policy

Membership fees, also known as subscriptions or subs, are vital to running Longford Scouts. Not only does it cover the cost of insurance for our members whilst on scouting activities, they are used to reduce the cost when we take Group members on activities, running our HQ, maintaining our vehicles and also for vital Scouting equipment.

How much are the subscriptions?

Subs are currently £17 per month (last reviewed April 2025). The fees are calculated as an annual amount and divided by 12 months; **members need to pay every month including August.**

Subs are reviewed annually by the Group's Trustee Board. Any change will be communicated to parents/carers at least three weeks before the revised subs are due.

When and how should the fees be paid?

Subs must be paid on the 1st of every month (including August). All new members will receive instructions to set up payment via Online Scout Manager. Online Scout Manager will send reminders of upcoming payments and missed payments.

All subs must be paid via Direct Debit on Online Scout Manager. If a parent/carer regularly does not pay by direct debit the group retains the right to end the child's membership.

Non-Payment of fees

Parents/carers are responsible for ensuring subs are paid correctly and on-time. It's important to note that missing subs creates additional work for volunteers within the group.

The following process will be followed if membership fees are not paid by a parent or carer:

One Month Outstanding (30 calendar days)

- The member will not be able to attend any paid meetings away from our HQ or sign up for camps or events.
- The parent/carer will be contacted to arrange payment and ensure the Direct Debit is active.
- The relevant Team Leader for the section will be informed.

Two Months Outstanding (or One Payment Outstanding for Over Two Months)

- The member will be asked not to attend any meetings until payment has been brought up to date.
- The parent/carer will be contacted to arrange payment and ensure the Direct Debit is active, and they will be informed that the member cannot attend until payments are resolved.
- A letter will be issued via post with information about payment and attendance in case the parent/carer's email address on file is incorrect.
- The relevant Team Leader for the section will be informed about the member's suspension until all outstanding fees are paid.

Three Months Outstanding

- A formal letter will be sent to the parent/carer requiring payment of all outstanding fees within 7 days.
- If there is no payment or arrangement agreed within 7 days, a further formal letter will be sent terminating the member's membership in the group.
- Once membership is terminated, the relevant space will be offered to the next person on the waiting list. If the former member wishes to rejoin the group, they will need to re-enter the waiting list.

The outstanding months don't need to be consecutive; they are counted as the total number of months of outstanding subs. For example, if a member missed a payment in January, paid in February and March, and then missed a payment in April (and still not paid January), this would count as 2 outstanding months.

Everyday Adventure Fund (Hardship Policy)

We recognise that there are circumstances where members of Longford Scouts may be unable to meet the financial commitments of Scouting. This Everyday Adventure Fund (Hardship Policy) outlines the framework for handling cases of financial hardship. Cases are always considered on a case-by-case basis, and only where sufficient funds are available in the group.