



1st Haywards Heath Scout Group **Subs Information Sheet for Parents / Carers**

What are subs?

We ask all the parents / carers to pay a membership subscription ('subs') to the Scout Group, wherever possible.

All of the subs go directly towards Scouting activities, including your young person's annual membership of The Scout Association.

Whilst the subs cover most of the weekly activities, you may be asked for additional contributions towards camps, outings and events run by external organisations. We aim to keep these costs as low as possible.

Other expenditure, such as running costs of the Scout Hut, camping equipment and insurance are all financed through fundraising.

When do subs become due?

When a young person starts at the Scout Group, the first month is subs free. Subs then become due from the second month onwards.

How much does it cost?

The overall cost of subs is £120 per young person per year.

This can be paid all in one go, but most prefer to pay £10 per month or £40 per term/quarter.

Please consider whether you are able to opt in to [Gift Aid](#). This allows us to claim tax back on subs donations, helping subs go further.

Ways to pay

Please pay subs [by standing order](#) wherever possible.

This is the simplest and easiest way and helps minimise the time spent on administration.

If you are unable to pay by standing order, we would ask that you pay by cheque. Unfortunately we're not able to accept payment by cash, card or direct debit.

Details of the two payment methods are as follows:

By standing order:

We're unfortunately not able to set up standing orders on your behalf. However, you can set up standing orders with most banks via their app, online banking or telephone banking.

Alternatively, if you prefer to complete a paper form, many banks provide a standing order form that you can download, complete and return to them.

Please set up the standing order using the below account details, quoting 'subs' and your young person's name in the payment reference. A payment can cover more than one young person, but please include each young person's name in the reference.

Bank: Barclays Bank

Account name: 1st Haywards Heath Scout Group

Sort Code: 20-49-76

Account number: 50839388

By cheque:

Please make cheques payable to '1st Haywards Heath Scout Group' and write 'subs' together with your young person's name on the back of the cheque.

A cheque can cover more than one young person, but please include each young person's name on the back of the cheque.

Please place your cheque in a marked envelope and pass to one of the Leaders.

If paying termly, please write a cheque for £40 at the start of each of term as follows:

- Spring term (January to Easter)
- Summer term (Easter to July)
- Autumn term (September to December)

Gift aid *giftaid it*

If you pay income tax, we can use Gift Aid to claim 25p from HM Revenue and Customs for each £1 you give in subs.

All you need to do is complete and return the Gift Aid Declaration, which is a simple form and should take less than a minute to do.

The form can be picked up from the Hut Noticeboard, [downloaded](#) from our website, or the [Treasurer](#) can send you a link to complete on-line, (via the 'Online Scout Manager' website).

Invoices and Receipts

In order to reduce administration, invoices and receipts are not routinely produced, but can be sent on request.

Reminders

A reminder email will usually be sent if payment becomes overdue by a few weeks. However, this does increase the time our volunteers spend on administration. We therefore ask that you try and remember to pay promptly when paying by cheque.

Financial difficulty

We want Scouting to be accessible to all. If you are experiencing difficulty in paying subs, please speak to your young person's Leader or the Treasurer in confidence. We'll be happy to do what we can to help.

Leaving

Please remember to cancel any standing orders when your young person leaves the Scout Group, (as we're unable to do this on your behalf).

If you've paid in advance for the term or year and your young person leaves part way through, please contact the Treasurer to arrange a refund.

Any queries or for further information

Please contact the [Treasurer](#)

Thank you for your support!

