

MEMBERSHIP FEE POLICY

Issued: 01 May 2019
Reviewed: 03 March 2024
Next Review due: 30 September 2024



PURPOSE

This document sets out the fees and payment dates covering membership for the Churchward Park Scout Group; and the procedures for offering Member's financial assistance, along with actions that can be taken should a Member have outstanding invoices owing.

PROCEDURES

Investiture fee

1. The Investiture fee is the one off, initial fee charged when a member commits to joining the Churchward Park Scout Group. The fee covers the cost of the scarf, group badges and investiture certificate. Joining members will be required to purchase a silver dress shirt directly from Scouting Direct – www.scoutsdirect.co.nz

	Scout	Cub	Kea
Investiture Fee	\$25.00	\$25.00	\$25.00

Membership fee rates

2. The following table sets out the Group fees per term, which are set at the Churchward Park Scout Group Annual General Meeting.

	Scout	Cub	Kea
Full Membership rate	\$90.00	\$85.00	\$80.00
Sibling's rate*	\$80.00	\$75.00	\$70.00
Child of Leader rate	\$70.00	\$70.00	\$70.00

* Sibling rates apply to subsequent siblings, when first sibling is paying a full term membership fees.

Membership Fee

3. Enables the Group to receive support from the Scout Association of New Zealand (SANZ) and the Marlborough Zone. The membership fee covers the costs per Member of:
 - National Fees \$69.75
 - Marlborough Zone Fees \$2.50
 - The remaining \$-2.75 - \$17.50 per member, dependant on which rate is paid, is used to fund the activities during Kea/Cub/Scout meetings, along with money from various grants and donations received throughout the year.
 - If your Youth Member is on the National Scouts Census in Week 4 of term, the Scout Group has to pay the National Fee, regardless of if your youth attends or not. It is therefore important to declare a Membership holiday before this, as if your invoice remains unpaid, it becomes a cost shared across the other members of the Group.

Payment of Membership fee

4. The membership fee will be invoiced electronically at the beginning of each term, to the email address provided by the Parent or Guardian of the Member.
5. Payment of the membership fee should be made directly into the Group bank account:
Westpac Bank
Churchward Park Scout Group
03-0599-0372504-00
6. Term dates for payment.

Term 1 29 January – 12 April 2024	Term 2 29 April – 5 July 2024
Term 3 22 July -27 September 2024	Term 4 14 October – 20 December 2022

Membership Holiday

7. The group understands that Members will have other commitments during the year, which may require them to take a membership holiday. This is where for a specified and agreed time the Member will not attend any Kea/Cub/Scouts meetings and will be exempt from paying the membership fee.
8. Notification of the membership holiday must be arranged with the Group Leader, no later than the first week of the new term and will be for the full term.

Please note that our Sections run Wait lists, if your youth doesn't attend, without notice, it means someone else is missing out.

Financial assistance given to members

9. Financial assistance is available to Members should it be required. The Parent or Guardian of the Member can approach the Venturer, Scout, Cub or Kea Leader or the Churchward Park Group Leader, or fill in the form available at www.cwparkscouts.org.nz/forms All discussions and arrangements will remain confidential.

Actions to be taken for overdue membership fees

10. The day after the end of term date:
 - if the membership fee invoice remains unpaid; and
 - the Member continues to attend Churchward Park Kea/Cub/Scout meetings;

A copy of the invoice and the Overdue Membership Fee letter (Appendix A) will be posted or hand delivered to the Member's Parent or Guardian.

11. At the end of the fourth week, of the next term:
 - if the membership fee invoice for the previous term still remains unpaid; and
 - all possible avenues of communication and financial assistance have been explored;

The Parent or Guardian of the Member will be given a Suspension of Membership letter (Appendix B). The Member will be removed from Mahitahi, and will not be allowed to attend a Kea/Cub/Scout/Venturer meeting until the outstanding invoice is paid.

The outstanding amount will remain payable, even if the Member ceases association with the Group. Four months after the due date of the invoice if no payment has been received the Committee can approve the invoice to be written off as a bad debt.

12. If the Member has NOT attended a Kea/Cub/Scout meeting:
 - since the previous term; and
 - an Overdue Membership Fee letter and a Suspension of Membership letter have been issued; and
 - no communication has been had from the Parent or Guardian of the Member;

It will be deemed by the Committee that the Member is no longer a part of the Churchward Park Scout Group. The Member will be removed from the Mahitahi system.

Definitions

Committee

Those persons recorded on the Churchward Park Scout Group, Annual General Meeting minutes as being members of the committee. Including but not limited to the Chairperson, Secretary, Treasurer, and Group Leaders.

Group Leader

The Group Leader, Andrew Whitt, has oversight for the Kea/Cub and Scout groups.

Member

An invested youth member who is part of a Kea, Cub or Scout group for Churchward Park

The Group

Refers to the Churchward Park Scout Group.

Churchward Park Group Membership Fee Policy

Appendix A



Churchward Park Scout Group
Cnr Hospital and Maxwell Roads
PO Box 5052,
Springlands,
Blenheim 7241
accounts@CWParkscouts.org.nz

Overdue Membership Fee

Welcome back to Churchward Park Scouts & Cubs this term. Our members have taken part in some great activities, and they can look forward to more of the same this term.

To enable our group to receive continued support from both our Marlborough Zone and the Scout Association of New Zealand (SANZ), we require Term Membership Fees to be paid by the due date.

We pay a national fee to the SANZ and Marlborough Zone each term and these costs are covered by the Term Fee invoiced to you. Approximately \$72.00 of the membership fee is used for these national costs.

Attached is a copy of your outstanding invoice(s). Please ensure that the amount owing is paid into the Churchward Park Scout account before the start of week 4 - [Insert date]. You can find the bank account number on the bottom of the invoice.

If the invoice(s) remain outstanding after this date, we may have to suspend your child from attending. This is not an outcome we want, and are more than happy to work with you to resolve the situation. Please contact the Group Leader if you would like to discuss this further.

The full membership policy for the Churchward Park Scout Group can be found at:
<http://www.cwparkscouts.org.nz/forms/membership-policy/>

Kind Regards

Churchward Park Scout Group

Appendix B



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[insert date]

[insert parent/guardian name]

[insert address]

[insert address]

[insert address]

Suspension of Membership

Following up on the Overdue Membership Fee letter we forwarded to you on the [insert date], we note that the outstanding amount from last term remains unpaid.

As all endeavours by the Churchward Park Scout Group to assist you in settling this invoice(s) have failed, it is with regret that we must suspend [insert member name] from attending any further Scout/Cub meetings until the outstanding amount is paid.

Please contact [insert group leader name] on [insert phone number] at your earliest convenience to resolve this matter.

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Kind Regards

Churchward Park Scout Group