



Wilson House Scout Group, 85 Ford Lane, Crewe, Cheshire, CW1 3EH ✧

Dear Parent / Guardians

From September 1st 2021 Wilson House Scouts will be moving to a web based system for the payments of subscriptions.

Wilson House pays an annual membership/capitation fee to The Scout Association for every member which goes towards the general organisation and includes insurance for all members. On a local level any remaining subscription money and fundraising money is ploughed back into our group, which is a registered charity, for the day to day upkeep of all the equipment and minibuses that we use throughout the year.

Subscription Fee and Due Date:

Subs for each Scout in all sections will be £10 per month throughout the year. Subs are due on the first day of each month throughout the year, spreading costs monthly, paid in advance. Each child has a separate subscription and the payment in OSM is set up separately for each child.

The New Payment System:

We will be using a web-based system called Online Scout Manager (OSM) to run the group finances as efficiently as possible from 1st September 2021. The OSM My Scout parent portal automatically logs your subscriptions by Direct Debit via GoCardless a secure 3rd party payment provider. OSM is a system widely used throughout the UK not only by Scouts but also Guides and other youth organisations. Developed by active Scout Leaders, it greatly simplifies many of the administrative tasks required to run a Scout Group and has already been very successfully used by Wilson House in secure and GDPR compliant storage of membership and emergency contact details and in prompt delivery of earned badges. OSM has the advantage that the process is automatic, has a clear audit trail and our treasurer can easily form accounts and importantly Gift Aid applications at the end of the financial year. Parents can easily see (via MyScout) all their past and pending payments and can easily cancel if that becomes necessary.

All Direct Debit payments are covered by the Direct Debit Guarantee which means you are entitled to a full and immediate refund if there are any errors in a payment. Payments are not actually handled by OSM but securely by GoCardless which is regulated by the Financial Conduct Authority (FCA) and sponsored by the Royal Bank of Scotland. Your bank details are held only by GoCardless and are never shared with OSM or the Scout Group or leaders. GoCardless uses very high grade encryption for all sensitive online communication.

Your Scout Group is run entirely by volunteers and leaders would much prefer to spend as much time as possible providing an exciting programme of meetings, camps and events rather than being tied up in administration. Considering recent covid events a move towards a cashless system is also more desirable in the present climate.

Gift Aid:

This is the government scheme by which charities such as Scouts can reclaim tax at the basic rate of 25% on subscriptions. This is at no extra cost to you! As you can imagine this represents significant revenue that can be used within the Scout Group to support the delivery of Scouting to the Young People. Basically for every pound you give us, we get one pound twenty five to spend.

OSM automatically tracks Gift Aid eligible payments. When you setup to make your first Subs payment via OSM you will receive an invitation to complete a very simple online form to opt in/out of this Gift Aid scheme. Please support the group by completing the form.

Making payments via OSM:

When joining you will receive an email asking you to set up a Direct Debit in MyScout. (Tip: check Spam folder if no MyScout email seems to have arrived). Click on the link and this will take you straight to your payment page in MyScout.

Alternatively, you can simply login to MyScout and click on the Payments tab at the top.

If you have forgotten your MyScout login details please email your section leader who will send you a new login invitation.

Cancelling Payments:

You will receive an email notification before any payments are taken from your bank account and can cancel payments by clicking on the link in this notification. You can also cancel by logging into [MyScout](#) and cancelling from your payments page.

Moving Between Sections/Groups:

When a scout moves up to the next section or moves from one Scout Group to another, any Direct Debits will automatically cancel and thus will need newly setting up in the new Group/Section. This is an aspect of OSM that we cannot change. You will receive the [MyScout](#) email to set up the new Direct Debit as described above.

Financial Help / Direct Debit Issues:

Wilson House, as always, does not want to see any young person prevented from attending due to financial or administrative circumstances.

As such ideally, we encourage everyone who can to sign up to the new system for the various reasons detailed above. We also hope it will aid parents, many of whom have provided feedback that they would prefer a cashless system as finding change each week can be inconvenient. However, if any current member isn't in a position to move to the new system a provision can be made to make a cash weekly payment instead (as previously done) at a cost of £2.50 per week.

We also appreciate that funds can sometimes be tight. If you need a bit of help with the cost of a camp etc or if you want to spread the payments this can be arranged. We are as flexible as possible and would rather know in advance than be chasing you later!

In both instances, please have a quiet confidential chat with your Section Leader or Group Scout Leader so these personal arrangements can be made.

We are keen that everyone has the opportunity to attend at least one camp each year.

It is not our policy to exclude any young person from an activity because of cost; however, we do not have a bursary fund.

Kind Regards

Wilson House Scout Group