

Group Hardship Policy & Procedure

(Appendix to Group Welcome Pack)

Background

Scouting is about young people learning and having fun, not only at regular weekly meetings but also at special events, trips and camps. At 1st Claygate Scout Group, we believe that inability to pay for membership subs, camps and events should not be a barrier to attendance.

We recognise that for some families the extra money needed for a trip may be difficult to find. We also recognise that there may be occasions when paying subs can be a challenge.

Therefore, the Group is committed to providing financial support in the form of either relaxed payment conditions or subsidies to ensure that all young people have the opportunity to take part in their Section's activities.

Aim

The aim of this policy is to provide support to families in financial hardship by providing support to parents to ensure that activities are open to all young people. It also sets out how we aim to help a young person to go on a trip or camp that they might not otherwise have been able to attend due to financial hardship.

The aim of the processes described in this policy is that it should be as confidential as possible, and the only people involved will generally be: the Group Scout Leader; the Group Treasurer; and Group Chairman. Any others required in a particular case will be on a need-to-know basis.

Scope:

This Policy applies to all young people who are or are about to become members of 1st Claygate Scout Group and applies to members who are an invested and are active members of their Section.

Policy

It is the policy of the Group to:

- Implement procedures to allow families to apply for support and to have their request processed in a fair and consistent way.
- Ensure that the procedures protect the privacy of applicants as far as is reasonable.
- Promote the existence of this policy and its supporting procedures to all families.

Roles and Responsibilities

1. The Group Scout Leader is accountable to the Trustee Board for the correct application of this policy. The Trustee Board will ensure this policy is published on the Group's website.
2. The Group Treasurer is responsible for keeping appropriate records.
3. Section Leaders are responsible for directing families to the Group Scout Leader if they enquire about support.

Policy Review

This policy will be reviewed by the Trustees at least every 3 years.

Procedures

[Procedure for requesting that Subs be Waived or Reduced](#)

Where a parent genuinely cannot afford to pay subs, and the alternative is that the young person does not attend Scouts, then the Group can agree to waive the requirement to pay subs on a term-by-term basis or reduce the amount payable.

Steps:

1. The parent of guardian shall talk to the Group Scout Leader and explain the situation. The Group Scout Leader may request evidence of financial hardship.
2. The Group Scout Leader will confirm that the young person satisfies the qualification criteria, and agree or reject the request.
3. The Group Treasurer shall record the decision for audit purposes.

[Procedure for requesting support to allow a Young Person to attend a paid-for event or camp](#)

This procedure defines how parents and guardians of Young People can apply for financial support so that their son or daughter can attend an additional paid-for event or camp.

Steps:

1. The parent or guardian shall talk to the Group Scout Leader and explain the situation. The Group Scout Leader may request evidence of financial hardship.
2. The Group Scout Leader shall confirm that the young person satisfies the criteria set out in the scope.
3. After undertaking any relevant discussions with other Group adults, the Group Scout Leader shall decide whether to support the request. The Group Scout Leader may waive, reduce or agree a payment schedule for the costs of the activity;
4. The Group Treasurer shall record the decision for audit purposes and record the payment schedule against the trip/camp account. This will be done, so that those running the event/camp are unaware of the arrangements.

Guidance Note: Except in exceptional cases, the Group will only give approval for one/two events/camps per year for each young person.