

# Information for New Members and Parents

## Group Meetings & Times

Our Sections meet on the following days

<b>Beavers</b>	<b>Aged 6-8 years</b>	
	Mondays	6:15 – 7:30pm
	Tuesdays	6:15 – 7:30pm

<b>Cubs</b>	<b>Aged 8-10½ years</b>	
	Tuesdays	6:15 – 7:45pm
	Fridays	6:15 – 7:45pm

<b>Scouts</b>	<b>Aged 10½ - 14 years</b>	
	Fridays	7pm – 9pm

<b>Explorers</b>	<b>Viking Explorer Scout Unit</b>	
	Aged 14-18	
	Thursdays	7:30-9:15pm

Our HQ is next to the garages off Rees Crescent, behind St. Margaret's R.C. Church. Access is by foot only either down the drive from Rees Crescent or from the rear of the church. Please park with consideration for others.

If you need to contact the Group please contact Wendy Macdonald, Group Scout Leader on 01477 533718 or via the "Contact Us" page on our website. Section Leaders will advise you of their means of communication.

## **Uniforms**

Some uniform (including some secondhand items) is available from Holmes Chapel Scout Group but the Main Stockists are Sam Dales in Holmes Chapel and Davenport's in Congleton. Stockists are available online but we actively encourage Members to buy uniform from the Group or Local Businesses whenever possible.

All our Members are expected to wear the correct uniform. The following items of uniform are required:-

### **Beavers**

Turquoise Beaver Polo Shirt & Sweatshirt. Navy Activity Trousers.

### **Cubs**

Green Cub Polo Shirt & Sweatshirt. Navy Activity Trousers.

### **Scouts**

Teal long-sleeved Shirt. Black Holmes Chapel Scout Group Sweatshirt. Navy Activity Trousers.

All other items of clothing such as caps, shorts and camp blankets are optional.

## **Membership Fees**

A joining fee of £15 is payable for all new members to cover the Group Necker, Woggle, Badges, books and certificates.

A membership subscription is payable in the first week of each term. The current fee is £30 per member per term or £80 for the full year. The money raised from subscriptions goes towards resources for meetings, running costs of our Group and our HQ, insurance and equipment. We are not a profit-making organisation and none of our staff are paid. The Group relies heavily on fund-raising (see below).

Additional payments will be required for attendance at activities such as visits and camps. Fees for these will be notified with the details of the event.

For all payments, cheques are preferred payable to Holmes Chapel Scout Group with the member's name on the reverse of the cheque. Any cash payments should be put in an envelope with the member's name on the outside and details of what the payment is for. All payments should be handed to a Leader or Subs Collector.

Anyone experiencing difficulties making payments is encouraged to contact the Group Scout Leader to discuss this in confidence.

## **Gift Aid**

We would like everyone who currently pays UK Income Tax to complete the attached Gift Aid Form and to hand it in with the Membership form. This enables the Group to claim back tax on your Subscription fees and helps us to keep the level of Subscription fees down as low as possible.

## **Fund-Raising**

Income from subscriptions alone is not sufficient to meet all our costs and fund-raising plays an important part in the financing of the Group. Fund-raising activities are organised by the Group Executive Committee and Leaders. Members and their Parents are encouraged to help whenever possible. Activities currently include Waste paper Collection, Supermarket bag Packs, Recycling Sale, Christmas Post service, Plant Sales and Leaflet Deliveries.

We are always looking for new fund-raising ideas and would welcome suggestions from Members and their Parents at any time. In order for us to ensure that we only run events that our members are interested in, we ask all new Members to complete a Fundraising Questionnaire. Please complete the one in this Information Pack and return it to a Leader with your membership form.

## **Administration**

Each Section is run by a Leader who is assisted by other Leaders and Assistants, all of whom are CRB checked. We encourage flexible volunteering to take into account people's other commitments and are always pleased to hear from anyone who has time to spare to help, no matter how infrequent.

In addition to the Leaders, there is also an Administrative Body – the Group Executive Committee. The Executive Committee supports the Group Scout Leader by looking after the Maintenance of HQ, Finance, Fund-raising and the Recruitment of Leaders and Helpers.

All Leaders, Assistant Leaders, Adult Helpers and members of the Executive Committee are unpaid volunteers. They all give up their time for the benefit of the Scout Group.

[www.HolmesChapelScoutGroup.co.uk](http://www.HolmesChapelScoutGroup.co.uk)

## **Newsletters**

A Newsletter & Diary of Events is published each month and a longer “End of Term” Newsletter is produced each term. Both of these are distributed to Members by email, published on the Group’s website and displayed on the noticeboards in each of the HQ huts.

## **Photographs**

On joining the Group, Parents/Carers are asked to confirm that they are happy for their child to have their photograph taken and for those photographs to be used in the Newsletters and on the website. Photographs taken at any Group Event or meeting can be shared with other Members on the Group’s Website.

## **Member Records**

Membership Details are kept on a secure computer accessible only by the Group Scout Leader. Details of email addresses, addresses and telephone numbers will only be passed on to the relevant Leader and will not be shared with anyone outside the group.

## **Parents – How you can help**

Please complete a Membership Form, Gift Aid Form and Fundraising Questionnaire and return them to the Leader at your first meeting together with your Membership Subscription. If you are joining part way through a term the Group Scout Leader will be able to tell you how much the fee will be.

We welcome Parents & Carers who would like to help out at meetings and events. There are many different ways to help and many of these can be adapted to suit your needs. Whether you can help out once a fortnight, once a month or once a term or just at special events or camps, there is bound to be a role you can play.

If you are unable to help at meetings, you can still support the Group by ensuring that your child attends regularly, wears the correct uniform and is punctual.

## **FUNDRAISING & EVENT QUESTIONNAIRE**

In order to provide the best possible facilities and activities for our members we regularly hold fundraising events to enhance our income. These events raise significant funds that help improve the experiences for all our Beavers, Cubs and Scouts.

We would like to plan our future events around what our members would like to join in with and, therefore, we ask if you and your children would complete this questionnaire to provide us with ideas of what events you would like to take place in the future. Your opinions are extremely valuable to us, so please spend a few minutes completing this form and return as soon as possible to your Section Leader.

<b>Name:</b>		<b>Child's Name &amp; Section:</b>	
<b>Email:</b>		<b>Tel/Mobile:</b>	

### **1 OUR CURRENT EVENTS**

All our leaders, assistant leaders and helpers are voluntary and run the sections alongside their work and home commitments which can be intensely time consuming. Any help from parents is extremely valuable in alleviating some of the pressure. It also brings new ideas and enthusiasm which can only improve our fundraising efforts.

***Please let us know if you can organise or volunteer to help with any of the following:-***

<b>ACTIVITY</b>	<b>Organise</b>	<b>Volunteer Help</b>
Supermarket bag pack		
Christmas Post		
Leaflet Deliveries		
Waste Paper Recycling		
Bedding Plant Sale		
Fundraiser/Recycling Sale		

## 2. PROPOSED FUNDRAISING EVENTS

*Please let us know if you would be interested in organising, helping with or attending the following:*

ACTIVITY	Organise	Volunteer Help	Attend/Take Part
Car Boot Sale			
Table Top Sale			
Spring / Easter Fair			
Crafts Event			
Ready Steady Cook Challenge			
Wine Tasting			
Race Night			
Shopping Evening			
Christmas Panto/Play			
Scout Group Lottery			
Please let us know of any fundraising ideas you have that we haven't covered already.			

### **3. GENERAL**

Sometimes our fundraising can be considerably boosted from parents associations with schemes, facilities or sponsors. Please let us know if you are associated with any of the following:

QUESTION	YES	NO	Please provide further information
Do you have access to any facilities, venues, or supplies that would help our fundraising?			
Do you have any contacts or associates in organisations that may be able to support our events?			
Are you are Barclays employee and if so are you aware of the Barclays £4£ Scheme?			
Are you an employee of DHL and are you aware of its matched funding scheme?			
Are you an employee of any other organisation that may run a matched funding scheme?			
Do you have any specialist skills or experience that may help with our fundraising or group activities?			
Our building maintenance is reliant on leaders and members – do you have any particular skill or a trade that would help us?			

***Thank You for taking the time to complete our questionnaire.***

## MEMBERSHIP FORM

<b>Name</b>	<b>Date of Birth</b>
<b>Address</b>	<b>Tel No</b>
<b>Parents</b>	<b>Any help offered</b>
<b>Mobile No</b>	<b>Email address(es)</b>
<b>Alternative Emergency No</b>	<b>Personal Information</b> Details of anything we should know such as medical problems, allergies, food preferences - vegetarian, intolerance to plasters, special needs etc
<b>Name/Address /Tel No of Doctor</b>	
<b>Permission for local visits</b> Village, Hermitage field etc YES/NO	
<b>Permission for photos to be taken</b> YES/NO	
<b>Date Started</b>	<b>Section</b> Beavers/Cubs/Scouts
	<b>Signature</b> Parent/Guardian
<b>Signed</b>	<b>Print Name</b>

## GIFT AID DECLARATION

TITLE \_\_\_\_\_ FORENAME (S) \_\_\_\_\_

SURNAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_

I would like Holmes Chapel Scout Group to treat as Gift Aid donations all payments I make after 6<sup>th</sup> April 2000 in respect of member subscriptions for the following member(s)

\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

### Note:

1. You must pay an amount of income tax or capital gains tax at least equal to the tax we reclaim on the payments. Basic rate tax is 20 per cent, so this means that if you give £10 using Gift Aid, it's worth £12.50 to us. For donations between 6 April 2008 and 5 April 2011 the Scout Group will also get a separate government supplement of 3p on every pound you give.
2. You can cancel this declaration at any time by notifying the Scout Group
3. Please notify the Scout Group if you change your name or address.