

WELCOME TO 4TH I.S.A SCOUT GROUP! 4thlsa.org.uk

Boys & Girls from 5³/₄ – 8 years
Day: **Monday's 5:30pm – 6:30pm**
Beaver Section Leader: **Daren Hart**
Contact: **07737 203265**



Boys & Girls from 8 – 10¹/₂ years
Day: **Monday's 7:00pm – 8:30pm**
Cub Section Leader: **Pam Tyler**
Contact: **07966 827 401**



Boys & Girls from 10¹/₂ – 14 years
Day: **Tuesday's 7:00pm – 9:00pm**
Scout Section Contact: **Sam Stones**
Contact: **07815 15 64 04**



Welcome

Firstly, on behalf of all the Leaders at 4th LSA (Lytham St. Annes) Scout Group, welcome to the group! We are an extremely active group, covering boys and girls aged 6 – 14 years old. All 3 sections (Beavers, Cubs & Scouts) meet at our Scout hut, on St. Thomas' school field, which can be accessed via the adjacent golf club car park.

Parental Help

Everyone involved with the running of 4th LSA Scout Group is a volunteer, we give up some of our free time to run the group, maintain the building, fund-raise, recruit new members etc etc. There's always plenty to be done! If you think you could spare any time to help in any way, please get in touch with our Group Scout Leader, Jon Higgs on 07710 482897. Perhaps you'd like to help out at our weekly meetings every few weeks? Or perhaps you'd like to be involved behind the scenes organising a camp, event or fund raiser? Whatever you can do to help will really be appreciated by everyone involved. Without our volunteers we wouldn't exist at all!

Uniform

As a uniformed organisation your Son / Daughter will be required to wear the relevant Beaver / Cub / Scout uniform to their weekly meetings and events. You need only purchase the relevant jumper / shirt. The necker (scarf) and the required badges will be provided once your son / daughter is invested. Other items such as Scout trousers, hats, polo shirts, belts etc are not required but are available should you wish to purchase them.

The uniform requirements are as follows:

Beavers: Turquoise Beaver Sweatshirt

Cubs: Green Cub Sweatshirt

Scouts: Green Long Sleeve Shirt

For all 3 sections we recommend dark or navy trousers or shorts but would discourage the use of your best school trousers as the weekly meetings can get dirty.

The uniform can be purchased locally, from shops such as "Top Marque" on Park Rd. St. Annes, "Bang Bang" in St Johns Shopping Centre, Preston or online from web sites such as www.scoutshops.com.

Camping Kit

As an active group, we do numerous camps and day activities throughout the year. If your child wishes to go on any sleepovers or camps they will require their own sleeping bag. For indoor camps (Beavers) & most Cub camps pretty much any sleeping bag will do, but for outdoor camps any time other than the middle of summer we recommend you purchase or borrow a sleeping bag that's 3 seasons upwards to ensure they're warm enough. For outdoor camps you will also need a camping mat / roll mat.

Most other camping kit i.e. Tents, Cooking Equipment and Utensils are provided by the group and a kit list will be issued for each camp.



Badges

There is a range of badges and awards available to young people in Scouting, these can be broken down as follows:

Activity Badges

Many of the badges available are activity badges, which allow Beavers / Cubs / Scouts to show their progress in existing pursuits, but also to try all kinds of new things and form new interests.

Challenge Badges

Gaining a challenge badge involves accomplishing a number of more ambitious tasks within the group or community. There are several challenge badges across a number of themes, from the physical and 'outdoorsy' to challenges dealing with the local community or issues connected with the Scouting world.

Core Badges

In addition, there are a number of core badges, obtained upon joining or moving on from the section, or for time spent in the Scouting movement.



Each of the above badges has a set place to be worn on the Beaver / Cub / Scout uniform.

The above diagrams are available on both our own web site and the scouts.org.uk web site.

Subs

Subs (Subscriptions) for the group are the same regardless of the section your child attends and are currently £10 per child, per month, payable by standing order.

A standing order is a direct, bank to bank transfer of funds which is set up to occur on a set date each week, month or year. Once set up with your bank, your subs will continue to be paid until you request your bank to cancel the instruction.

There are two ways to set up a standing order. The first, is quite simple – if you have access to your bank account via internet banking you can usually set up a standing order online in just a few clicks. As each bank's online system is different we can't provide specific instructions, but if you log into your internet banking portal there's usually an option to create a standing order or set up a "new payment". You then simply enter details such as the amount of the payment (£10 for one child, £15 for two etc etc), the "frequency" of the payment (Monthly), the payment date (1st of every month), the group's bank account number (94849927) and sort code (01-07-65). You will also be asked to provide a "Reference", this is what will appear on our bank statements alongside your payment, and is what we will use to identify who has made which payment. Your reference should be your child's first initial followed by their surname, i.e. "JSMITH" in the case of "John Smith". (For families with more than one child in the group please use the initial and surname of

the OLDEST child within the group)

If you don't have access to internet banking, don't worry! You can still pay by standing order, but you will be required to fill in the "Standing Order Mandate" form attached to this letter and take it into your local branch of your bank.

What you are paying for

- Membership of Scouting (Capitation) paid to the Scouting Association out of your subscriptions, not to 4th LSA
- Building Bills (rental, electricity, building insurance, water)
- Most normal Troop, Pack and Lodge night activities

What you are not paying for

- Leader wages, we are volunteers and are paid nothing, we give time to activities, planning, training and camps freely to help our Scouts, with many of us taking time away from our own families to do so
- Camps and extra activities (details of these and their associated costs will be given as and when they are available)

Web Site

The group has a web site at 4thlsa.org.uk, which includes information about our group and includes details of our latest nights and events. Please take a look.

Gift Aid

The group is currently registered for "Gift Aid". You will most likely have come across this scheme when visiting some UK attractions or making charitable donations, but basically, if you're a UK tax payer, the scheme allows a charity (such as our Scout group) to reclaim the 28% tax you have already paid on your earnings back from Her Majesty's Revenue & Customs. This means that your £96 per year in subs, is actually worth £123.07 to the group – that's an extra £27.07 per year! This tax can also be reclaimed by the group for up to the last 6 years.

You don't have to reveal any personal information, just sign the form attached to this letter and return it to your section leader at the next meeting. More information about this can be found in the Frequently Asked Questions sheet attached to this letter.

If you have any questions about any of the above please don't hesitate to contact your section leader for more details.

Contact Details

We're sure your child's time in Scouting will be a pleasurable one for both you and your child. If at any time you have any problems, please don't hesitate to contact any of the people listed on the front page of this pack.

Official Scouts Web Site

The official web site of the Scout Association is <http://www.Scouts.org.uk> which contains a wealth of information relating to Scouting in general, including information on getting involved, volunteering, where the badges go etc etc.

Yours in Scouting

Everyone at 4th L.S.A. Scout Group



Frequently Asked Questions

Monthly Payment Questions

Q: Do I pay 12 months of the year, even though the groups only operate in school times?

A: Yes, although the groups only run during term times you still pay the subs for the full 12 months of the year as the cost is spread out over the full 12 months.

Standing Order Questions

Q: What if I don't have a bank account?

A: Please speak to the GSL (Group Scout Leader), Jon Higgs on 07710 482897.

Q: Will I be able to pay my child's camp fees / days out fees by standing order?

A: No. The standing order is ONLY for the subs. Any payments for camps or days out etc will continue to be collected by leaders as and when necessary.

Q: How do I set up a standing order?

A: If you have access to internet banking you can usually do this online, alternatively please complete the standing order mandate which is included with this letter.

Q: Am I tying into a contract of any kind?

A: No, the standing order is simply to ease the administrative burden on the leaders.

Q: Can I cancel the standing order at any time?

A: Yes, although we would ask that the standing order remains in place whilst your child is a member of the group.

Q: Will you take any money from my account without my authorization?

A: No, we will not be able to take any money from your account other than the amount specified by yourself when you set up the standing order.

Q: What happens if I forget to cancel the standing order once my child has left the group?

A: It is your responsibility to ensure that you cancel the relevant standing order payment as this isn't something we can do from our end. Any additional payments made will be treated as a donation to the group.

Gift Aid Questions

Q: What types of payment can you claim for under the Gift Aid scheme

A: Money from parents / guardians to cover the general running of a Group can be included. We may **not** include items of direct benefit. This would include, for example, camp fees and Group visits or fees for additional activities.

Q: Is Gift Aid declaration complicated?

A: No, it is very simple and only requires you to declare that you want your subscriptions to be treated as Gift Aid payments.

Q: Do I have to complete a separate declaration for each of my children in the Group?

A: No, one declaration covers all payments you make in respect of their subscriptions.

Q: Will I have to reveal any personal tax information?



A: No, all that is needed is very basic information including your name, address and confirmation that you want your Subscriptions to be treated as Gift Aid payments.

Q: Will it cost me anything extra?

A: No, the Group will simply claim back tax that would have otherwise have gone to HMRC. We can then use this tax to reduce the impact of subscriptions and improve our programme.

Q: What will I have to do in the future?

A: Nothing, once you complete the declaration this covers your child (ren) until they leave the Group. You need only notify the Group if you change name, address or are no longer able to confirm the details on the declaration.

Q: What happens if my child changes section?

A: Nothing, as the Gift Aid declaration is not in respect of a specific sum but merely the subscription, however much that will be. When your child/young person joins Explorers a new declaration should be completed with the **District's** details on. The Scout District will claim Gift Aid in respect of their Explorer Section.

Q: What happens if I stop paying tax?

A: If you stop paying tax or have paid insufficient tax to cover the amount the Group will be claiming back you should inform the Scout Group and they will not make a claim for your payments.

Q: What happens if my child leaves the Group?

A: As there is no legal commitment in a Gift Aid declaration the Group will only claim back the tax on the payments you made before the child left the Group.

Q: If I am a higher rate tax payer can I claim back the extra tax?

A: Although the Group can only claim back tax at the standard tax rate, higher rate taxpayers can claim the difference back as tax relief on their self-assessment form.

Q: Where can I find out more about Gift Aid

A: Just search online or go to: www.hmrc.gov.uk/charities/gift-aid.htm

Other Questions

Q: How can I get more involved with my child's Beaver Colony / Cub Pack / Scout Troop?

A: Easy! There's always plenty to be done, and plenty of opportunities to help, just ask a leader at your next colony / pack / troop night!

Q: I have a question about Subs / Standing Orders or Gift Aid not mentioned here.

A: For any questions about Subs, Standing Order or Gift Aid please contact Sam Stones on 07815 15 64 04. For any other questions please contact your section leader.



Young Person Contact and Health Form

Date First Joined Movement	Date Started Section
Surname	First Name(s)
Date of Birth	Sex: M / F School
Address	
Post Code	
Home Telephone	Religion
1st Parent / Guardian Name	2nd Parent / Guardian Name
Interests / Profession	Interests / Profession
As a voluntary organisation it's useful to know the interests / professions of our Young Peoples parents / guardians in case we need to call upon a specific skill set	
Mobile Number	Mobile Number
Email Address	Email Address

Alternate Contact Details

Name	Relationship to Young Person
Home Telephone	Mobile Number

Medical Information

GP Name	
GP Address	
Up to Date with Immunisations?	Date of last Tetanus
Medical Conditions (Inc. ADHD / Asperger's / Autism etc)	
Allergies	Is regular medication being taken? If so, what?
Special Dietary Requirements	Self-Medicating?
In the event of an emergency, I give my consent for qualified medical staff to give treatment as required & for any leader / helper to sign documents on my behalf allowing medical staff to do so. I will notify the Scout Group immediately of any changes to any of the above.	
Signature	Print Name
Relationship to Young Person	Date



Permissions / Declarations

Please delete if appropriate

I agree to the principals of the Scout Association & undertake to actively encourage & support my child in everything he/she does within Scouting, especially to have fun!

I have no objection to my child's training, progress and other personal data including **Medical Data** being held on computer. I understand from 2009 under the Data Protection Act 1998, it will be necessary for any personal details to be passed to District Headquarters for insurances purposes and subsequently on to Scout Headquarters at Gilwell Park, London.

Signed _____ Date ___ / ___ / ___

Photo Permission

On occasions, photographs and videos of Scouts taking part in activities are taken for a variety of uses. On occasions these may be submitted to the local newspapers, the Group, District or County newsletters and websites or put on display. This includes our troop web site at www.4thlsa.org.uk

When providing photographs for publication it is worth noting that first names or 'members of the 4th LSA Scout Group' are recommended as captions. Your child will not have their full name used in conjunction with a photograph unless specific permission is obtained on each individual occasion.

If you have any objections please indicate you are not willing for your child's image to be used in this way by ticking the box []

Signed _____ Date ___ / ___ / ___

Can you Help?

[] As a voluntary organisation we rely heavily on Adult Volunteers giving up their spare time to administer and run the group. If you could spare any time at all to assist with your child's Scout Group please tick this box and someone will be in touch.

