

1st Uxbridge Scout Group

Group Committee & Scouter Guide



1st Uxbridge Scout Group Group Committee & Scouter Guide

The 1st Uxbridge Scout Group, Charter #309 of Scouts Canada, was formed on September 9, 1922.

The 1st Uxbridge Group Committee is responsible for providing service and support to Section Scouters and providing for Quality Programs on behalf of Scouts Canada. Through the Group Commissioner, the Group Committee provides the administrative foundation for Section Scouters to do their job.

The Group Committee is the first level of service and support in Scouts Canada. The leadership the committee provides impacts the safety and quality of our program by ensuring that we have the right people in the right place at the right time with the right equipment. Monthly Group Committee meetings are the main forum at which the Group Committee and Section Leadership can liaise, making representative attendance by Executive and Section Leadership essential for success.

Across Canada, Groups vary in size and the communities they serve. The Group Commissioner must ensure the size of committee suits the size of the Group, however, there are key roles and tasks that are required to be completed within the umbrella of Scouts Canada by screened members. Finances and program approval need to be under the control of registered Members of Scouts Canada for accountability.

To assist all Group Committee members, Scouts Canada has a comprehensive document containing the By-Law, Policies and Procedures (BP&P) of the organization. BP&P can be found online at www.scouts.ca/scouters/policies-and-admin/. Group Committees ensure that their Group is operated in compliance with BP&P. Group Committees cannot override any of BP&P, but in cases where no policy or procedure is defined or when a Group chooses to be more restrictive, procedures may be added to help with local administration of the Scout Group.

This document highlights some sections of BP&P as well as outlines procedures used at the 1st Uxbridge Group level.

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1. Group Committee

Group Committee meetings are scheduled monthly throughout the year except for July.

1.1. Membership

- 1.1.1. The 1st Uxbridge Group Committee consists of Executive members, Registered Group Members, Section Scouters, and a Sponsor representative. Additionally, any Parent/Guardian of a 1st Uxbridge registered youth may volunteer to be added to the Group Committee Roster.
- 1.1.2. The Group Secretary will maintain a regularly updated Roster of Group Committee Members.
- 1.1.3. The Executive consists of the Group Commissioner, Group Registrar, Group Treasurer and Group Secretary. Other positions may be added to the Executive as necessary, via a motion voted on by the Group Committee (Appendix 1).
- 1.1.4. Registered Group Members are appointed by the Group Committee Executive. Positions may include, but are not limited to Group Quartermaster, Group Fundraiser, or Group Administrator (**BP&P Section 4007**).
- 1.1.5. The Group Commissioner position is filled according to BP&P (Section 4006).

1.2. Representation of Sections

- 1.2.1. Each Section should have at least one representative at each Group Committee meeting throughout the year.
- 1.2.2. Section representatives are a voice for their Section in all decisions, but especially those that affect their Section directly.
- 1.2.3. Section representatives are responsible for giving reports about recent activities, requesting future activity approvals (see 9.2.2 Subsidies), and reporting Group Committee actions/decisions to their Section Leadership team.

1.3. Quorum

- 1.3.1. Meetings can be conducted with any number of committee members. However, in order to conduct any vote, a quorum must exist.
- 1.3.2. The number of persons required for a 1st Uxbridge Scout Group Committee quorum is defined as 1 person for each section operating in the given year, plus half of the Group Committee Executive (rounded up). This does not mean that 1 person from each section must be in attendance, but rather that there are enough people in total.
Eg: Given 2 Beaver Colonies, 1 Cub Pack, 1 Scout Troop, 1 Venturer Company and 3 Group Committee Executive positions filled, add $2+1+1+1+(3/2)=6.5$. This is rounded up to 7 required for quorum.
- 1.3.3. A representative from at least one Section and one Group Committee Executive must form part of the quorum.

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1.4. Voting

- 1.4.1. To vote on any issue, a Group Committee Member or Parent/Guardian must attend the meeting in which the vote is taken. Proxy votes are not allowed.
- 1.4.2. A motion will pass with a 2/3 majority of votes cast.
- 1.4.3. Reasons for a motion & vote include but are not limited to:
 - Approval of meeting minutes
 - Approval of financial reports
 - Approval or modification of budgets
 - Major financial decisions not already detailed in an approved budget
 - Major procedural issues (such as changes to the Policy Guide)
 - Issues brought before the Committee which generate disagreement regarding an appropriate course of action.
 - Adjournment of meeting (motion does not need to be seconded if the business on the approved agenda has been completed).

1.5. Email Voting

- 1.5.1. While we endeavour to conduct all business at the monthly Group Committee meeting, it may sometimes be necessary to conduct a vote by email.
- 1.5.2. In these rare cases, the Group Commissioner (or a designated Executive Member) will send an email containing a Clearly Worded Motion and a Voting Deadline to all Members listed on the Group Committee Roster.
- 1.5.3. For the vote to be valid, the number of replies for or against the motion must equal or exceed quorum as described in Section 1.2.
- 1.5.4. All email motions and corresponding votes will be reported at the next Group Committee meeting and recorded in that meeting's minutes.

1.6. Executive Decision

- 1.6.1. If a time-sensitive vote needs to be taken and there is no quorum either in a meeting or by email, the Group Commissioner may invoke their right to make an Executive Decision. This option is not to be taken lightly and should be avoided whenever possible.
- 1.6.2. Group Commissioner's Executive Decisions will be reported at the next Group Committee meeting and recorded in that meeting's minutes.

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2. Donors

- 2.1.1. From time to time, potential donors may be approached by Group Committee or individual Scouters to support our programs. As well, donors may approach Group Committee or individual Scouters.
- 2.1.2. In all cases, the proposed donation is subject to BP&P ([Section 11009](#)) and must be brought to Group Committee for discussion, and a decision regarding how it will be distributed.
- 2.1.3. The potential donor is to be advised of this process prior to accepting any donation from them.

3. Police Record Checks

3.1. Requirements

- 3.1.1. Scouts Canada requires all Scouters, Registered Group Members, and Group Committee Executive members to have a valid Police Record Check (PRC) including Vulnerable Sector Screening (VSS). In some cases, parents/guardians are also required to submit a PRC/VSS for review prior to attending Scouting events. Refer to BP&P ([Section 7000](#)) for the most current information governing these requirements.
- 3.1.2. All parents/guardians should be informed of Screening and PRC policies at the beginning of the Scouting Year. If a parent/guardian thinks they may want to attend a camp sometime through the year, they should apply for a PRC/VSS at the beginning of the year. This will help avoid disappointment due to issues with the PRC process which may delay issuing of the PRC until after the camp date.

3.2. Procedures

- 3.2.1. PRCs with VSS must be obtained from the Police Service in your residential jurisdiction. Returning Scouters renewing their PRC may visit the local Police or may use BackCheck online. www.backcheck.net/scoutscanada/
- 3.2.2. The Group Commissioner will provide a Volunteer letter for Scouters or Parents/Guardians from whom a PRC/VSS is required, meeting the requirements set out the by the volunteer's residential Police Service. A volunteer letter is not required when using BackCheck for a PRC renewal.
- 3.2.3. Generally, the PRC/VSS requires a form to be filled in and the certified PRC is mailed to the applicant when complete. The RCMP may require an applicant to submit fingerprints before screening can be completed. If requested, follow the instructions provided by the Police, taking another copy of the Volunteer letter with you.
- 3.2.4. Once the certified PRC has been received, it should be submitted to the Group Commissioner to be evaluated in accordance with BP&P ([Section 3001](#))
- 3.2.5. Any member or parent/guardian that submits their PRC to the Group Commissioner may request that the original be returned to them. This must be done at time of submission.

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3.3. Reimbursement

- 3.3.1. The individual being screened is responsible for paying the PRC processing fee and obtaining a receipt at the time of application.
- 3.3.2. Scouters may request reimbursement of the PRC expense.
- 3.3.3. In the event that a Non-Scouter is asked by Group to attend a camp in order to achieve the required Adult-to-Youth ratio requirements, Group Committee will reimburse their PRC expense.
- 3.3.4. Group Committee will reimburse the current Police Service Volunteer Rate or BackCheck Volunteer Rate only. If an individual fails to present the Volunteer letter to the Police Service and is charged the full fee, they will be responsible for any costs beyond the Volunteer rate.
- 3.3.5. Reimbursement claims may be made according to the guidelines in Section 10.

4. Training

1st Uxbridge believes that our Scouters' training should be cost-free and strives to provide funding for training when financing allows. Full attendance and participation is required in order to have the course fee reimbursed. Priority is given to Scouts Canada training courses.

4.1. Eligibility

- 4.1.1. Scouts Canada training courses are offered to registered Scouters. Additional training courses organized by 1st Uxbridge may be offered to registered Scouters, registered youth and others as appropriate.
- 4.1.2. Any Scouter that wants to have any training fees reimbursed by Group Committee must obtain approval in advance.
- 4.1.3. Occasionally, it is not possible to obtain pre-approval for course fee reimbursement. In this case a Scouter may request Group Committee funding approval after course completion. All requests are judged on a case by case basis.
- 4.1.4. Youth may attend certain training courses as decided by Group Committee and/or the Trainers. Reimbursement will be decided for each course individually.

4.2. Forms Required

- 4.2.1. The Group Commissioner must approve all training requests. Do not send training application forms directly to Scouts Canada or any applicable course organizer without prior instruction from the Group Commissioner.
- 4.2.2. Scouters should submit approved course Applications and payments to the course organizers at the same time. An official receipt should be obtained for all course fees paid.

4.3. Reimbursement

- 4.3.1. Scouters or Scouting Youth may claim course fee reimbursements as approved by the Group Committee as described in Section 4.1.
- 4.3.2. Reimbursement claims may be made according to the guidelines in Section 10.

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4.4. Group Committee Hosted Courses

- 4.4.1. Occasionally, Group Committee will host a course and will collect fee deposits from those registered, to help ensure attendance.
- 4.4.2. If registered youth members are invited to attend a Group Committee Hosted Course, Group Committee may choose to subsidize part or all of their course fee. Regardless of this amount, the Youth must also submit full fee deposits.
- 4.4.3. Upon successful completion of the course, the Group Treasurer will return deposit payments. In the case of partially subsidized youth fees, a partial refund will be issued.
- 4.4.4. Deposits will not be returned to those who fail to attend the full course.
- 4.4.5. Outside participants are responsible for full non-refundable payment of their own course fees in advance of the course date.

4.5. Course Fee Deposits

- 4.5.1. All course deposits should be submitted to the designated course organizer or if there isn't one, the Group Commissioner.
- 4.5.2. The course organizer will consolidate all payments and provide them to the Group Treasurer along with a listing of registrant names & related payments.
- 4.5.3. The Treasurer will hold all payments until successful course completion.
- 4.5.4. In all cases where payment has not been channeled through the course organizer and Group Treasurer, a written receipt will be required to obtain any reimbursement.

5. Scouter Registration Fees

The 1st Uxbridge Scout Group believes that volunteering your time to help the youth of our community is a valuable resource. As such, the Group will pay each Scouter's Registration Fees using the process below when fees are charged by Scouts Canada.

5.1. New Scouters

- 5.1.1. Scouters that are new to 1st Uxbridge will have their 1st year Registration fee paid by Group Committee upon successful completion of Scouts Canada's Screening & Training Process.

5.2. Returning Scouters

- 5.2.1. Provided the Scouter maintains a minimum 50% attendance rate at weekly meetings, the subsequent year's registration fees will be paid by Group Committee.

5.3. Absenteeism

- 5.3.1. Scouters who are unable to attend at least 50% of weekly meetings in a given year, will be asked to pay 50% of the next year's registration fee.

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5.4. Section Attendance Records

- 5.4.1. Each Section will maintain attendance records to support these decisions and will submit the records to Group Committee upon request.

5.5. Exceptions

- 5.5.1. Exceptions to 50% attendance stipulation will be discussed on a case-by-case basis by Group Committee.
- 5.5.2. Exceptions may be granted for reasons such as prolonged illness.

6. Uniform Reimbursement

All Scouters in the 1st Uxbridge Scout Group will have their uniform shirt fees reimbursed by Group Committee. Group Committee does not reimburse for shipping fees for online purchases, nor for gas used to travel to a Scout Shop to purchase the shirt

6.1. New Uniforms

- 6.1.1. Scouters in their first year of service will purchase their uniform. Once January arrives, those who continue to be active Scouters may have the cost of their uniform shirt reimbursed by Group Committee.
- 6.1.2. Reimbursement requests must be submitted to the Group Treasurer prior to the conclusion of the Scouting year in which the shirt is obtained.
- 6.1.3. Reimbursement claims may be made according to the guidelines in Section 10.

6.2. Replacement Uniforms

- 6.2.1. Scouters that require replacement of a uniform shirt (due to damage or wear) can approach Group Committee to request reimbursement for the replacement uniform.
- 6.2.2. Upon approval, the Scouter may purchase the shirt and request reimbursement according to the guidelines in Section 10.

7. Banking

The Group Treasurer is responsible for oversight & coordination of all 1st Uxbridge accounts.

- 7.1.1. Each Section is responsible for maintaining a bank account.
- 7.1.2. All bank accounts must be named Scouts Canada - 1st Uxbridge (descriptive)
Example: Scouts Canada - 1st Uxbridge Beavers A
- 7.1.3. The Group Treasurer must be a signing officer on all accounts.
- 7.1.4. All accounts must have a minimum of 3 signing officers. Sections may choose to have more than 3 signatories, especially if one of them lives out of town.
- 7.1.5. All accounts must be set up to require any two of the valid signatures to conduct any withdrawal transactions (withdrawals, cheques).
- 7.1.6. The Group Treasurer will obtain and hold bank cards, online logins, and passwords for all bank accounts.

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- 7.1.7. The Group Treasurer will provide relevant login & password information to Section Scouters upon request, for the purposes of viewing accounts & making deposits.
- 7.1.8. All cheques must be made payable to Scouts Canada-1st Uxbridge. This allows cheques to be deposited to any appropriate 1st Uxbridge account.
- 7.1.9. When depositing cheques to any account, all cheques must be stamped with the endorsement stamp for the appropriate account. This allows cheques to be written to Scouts Canada-1st Uxbridge instead of the full account name.

8. Budgets

Section and Group budgets must be submitted on an annual basis. Group Committee and individual sections must strive to develop balanced budgets based on reasonable expenses and fundraising assumptions.

8.1. Section Budgets

- 8.1.1. Section budgets for each Scouting year (Appendix 2) must be submitted to the Group Treasurer no later than the May Group Committee Meeting. However, any section requests for Group funding over and above their popcorn earnings, must be submitted to the Group Treasurer before April 30. This allows the Executive to compile and develop a more accurate draft Group budget.

8.2. Group Budget Preparation

- 8.2.1. The draft Group budget with section funding requests, and all Section draft budgets, will be presented at the May Group Committee meeting for discussion & revision.

8.3. Changes/Revisions to Group Committee Draft budgets

- 8.3.1. Any proposed changes to the draft Group budget must be presented to the Group Treasurer no later than May 31.

8.4. Final Budget Approval

- 8.4.1. The finalized Group budget will be presented at the June Group Committee meeting. A vote to adopt the presented budget will held at that time.

8.5. Budget Reviews

- 8.5.1. Following the fall fundraising projects, budget reviews will be performed.
- 8.5.2. If budgeted projected incomes are not attained, Group Committee must approve changes to its budget, that will ensure all financial obligations for the year will be met. This may include additional fundraisers, or a change in the funding structure for previously approved budget items.
- 8.5.3. After the Group Committee budget is updated, each Section will be required to undergo the same type of budget review of their own budget, while also accounting for any new direction provided by Group Committee.

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8.5.4. Additional budget reviews can be performed at the discretion of the Group Committee.

8.6. Purchases of Budgeted Items

- 8.6.1. During the Scouting year any approved budget line item can be actioned. (i.e. the money can be spent on the approved item without request by the Section/individual).
- 8.6.2. Section Scouters may make approved budget purchases using personal funds and the expense will be reimbursed. Alternatively, arrangements can be made with the Treasurer to issue a 1st Uxbridge cheque to the supplier in advance of the purchase.
- 8.6.3. Expense claims may be made according to the guidelines in Section 10.

8.7. Over Budget Items/Events

- 8.7.1. If, upon investigating costs related to a budgeted purchase (i.e. equipment) it is found that the budgeted amount is too low, prior approval of any increased cost in excess of \$25 must be obtained from Group. If the purchase is time-sensitive, the Group Treasurer or Group Commissioner may invoke Executive Decision.

9. Subsidies

Group Committee holds all fundraising proceeds in the Group account. These proceeds are used to subsidize Group & Section budgeted expenses. In general, Sections can expect to receive subsidy allotments equal to their Scout Popcorn profit amounts, approved Section allocated donations, and any approved Section specific fundraiser earnings.

9.1. Allocation of Subsidies within Sections

- 9.1.1. Sections will be responsible for determining how subsidies will be applied. Each Section may elect to distribute funds evenly among all youth, or they may adopt a formula to assist in determining subsidy amounts based on participation in fundraising and/or other Section activities.
- 9.1.2. Group Committee must be apprised of the calculation method.
- 9.1.3. At the end of the Scouting year, if a section has not claimed all of its Subsidy Allotment, up to \$500 may be carried over to the next fiscal year without a specific purpose.
- 9.1.4. With an approval from Group Committee, a section may elect to carry over more than \$500, if they provide details of a specific purpose for those funds.
- 9.1.5. At the end of the year, any Section's unclaimed Subsidy Allotment in excess of \$500, that has not been approved by Group Committee for carry over to the next year for a specific purpose, will be transferred to the Jamboree/Trip account.

9.2. Claiming Approved Subsidies

- 9.2.1. Sections are responsible for determining the use of their subsidy allotments within reason. Group Committee holds the funds and pays out the amounts as

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- requested by the Sections under the rules below. This makes a budget review by the Sections after the Popcorn fundraising is complete an essential process.
- 9.2.2. Group Committee reserves the right to deny payment for any activity that does not meet standards set out in BP&P ([Section 13001](#) & [Section 10000](#)) for safety or other reasons, as well as if the activity is not in keeping with Scouting Program. Sections must consult Group Committee for approval prior to an event/camp. This can be done at monthly Group Committee meetings.
- 9.2.3. Subsidy allotments will only be paid out when all Scout Popcorn monies including donations are collected and submitted via the Group Popcorn Coordinator to the Group Treasurer.
- 9.2.4. As a general rule, subsidies will be paid following conclusion of the camp/event.
- 9.2.5. On completion of the event, an Event Financial Report (Appendix 3) must be produced and presented to the Group Treasurer. All Income and Expenses must be documented in the Event Financial Report.
- 9.2.6. In addition to the Event Financial Report, the Section's Monthly Financial Reports (Appendix 4) must be current to at least 1 month prior to claiming any subsidy. If the reporting doesn't meet this criterion all subsidy allotments will be withheld until the reporting is compliant.
Eg. Rovers do not submit a financial report for November or December. In January, they ask for a subsidy for a camp they completed in December. Under this rule, they will not receive the subsidy, or any other money from Group Committee, until the November financial report is submitted.
- 9.2.7. Events that have a surplus cannot claim a subsidy.
- 9.2.8. Events that have a deficit can claim an amount up to the deficit amount.
- 9.2.9. The total amount of subsidies claimed by a section in a fiscal year cannot exceed the fundraising proceeds generated by that section without prior Group Committee approval.
- 9.2.10. A subsidy may be paid in advance for expensive camps/events (eg. HSR, Science Centre). After camp, any excess is to be returned to Group Committee.

10. Claiming Expenses

10.1. Procedure

- 10.1.1. When claiming expense reimbursements from Group, a completed Cheque Requisition Form (Appendix 5) should be submitted to the Group Treasurer.
- 10.1.2. Official receipts for all claimed purchases must accompany any cheque request.
- 10.1.3. Cheque Request paperwork may be submitted to the Treasurer in person or by email.
- 10.1.4. All requests & receipts must be submitted within 1 month of purchase (except as stated in Section 6.1: New Uniforms).

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- 10.1.5. Each Section is responsible for implementing their own procedures for Section specific expense claims. These procedures, at a minimum, must comply with the standards in BP&P ([Sections 11002, 11003, 11004](#))

11. Equipment

11.1. Group Trailers

- 11.1.1. The 1st Uxbridge Scout Group travelling Cargo trailer and Canoe trailer are available to any Section that requires them.
- 11.1.2. The trailers will be available on a first-come, first-served basis. In cases of conflicting usage, Section Scouters will need to work out scheduling between themselves.
- 11.1.3. Contact the Group Commissioner or Group Quartermaster to arrange for pick up or access to a trailer at least a few days in advance.
- 11.1.4. The hitch lock must be used at all times to help protect the Group's assets.
- 11.1.5. 1st Uxbridge does not carry insurance on the trailers. Any person towing the trailer will assume that any accident claims will be made against the towing driver's policy.
- 11.1.6. The MTO Registration slip for the travelling cargo trailer will be kept in the 1st Aid Kit hanging on the inside of the back door of the trailer. The Registration slip for the storage trailer will be stored in the trailer in an obvious location.
- 11.1.7. A set of keys will stay with the person in possession of the trailer.
- 11.1.8. A second set of keys will be kept by the Group Commissioner or a designated 1st Uxbridge Scouter.
- 11.1.9. At the conclusion of an event where the cargo trailer has been used, all non-essential items must be removed, and the floor swept. Any items used and returned to, or left in, the trailer must be appropriately cleaned, dried, and stowed in an orderly, organized manner. This will ensure adequate space for the next user of the cargo trailer, as well as equipment that is ready for the next borrower to use.
- 11.1.10. Empty (or nearly empty) propane tanks should be filled before return to storage. The cost of the refill should be charged to the finances of the concluded event.
- 11.1.11. All items that are susceptible to freezing (eg. dish soap, liquid hand soap), and all food, must be removed from the trailer at the end of an event.
- 11.1.12. 1st Uxbridge relies on the generosity of the Township of Uxbridge and Group members for trailer storage. Therefore, the Group assumes all responsibility for loss or damage to the trailers and their contents wherever they are stored.

11.2. Personal use of Group Equipment

- 11.2.1. 1st Uxbridge Scout Group equipment is only to be used for Scouting purposes.

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- 11.2.2. 1st Uxbridge Scout Group will not loan our equipment for private use. This is due to possible insurance and litigation issues that might arise from accidents where our equipment may be involved.

11.3. Sponsor use of Group Equipment

- 11.3.1. On request by our Sponsor, Group Equipment can be loaned to our Sponsor for use by the Sponsor. Group equipment cannot be loaned to any individual by the Sponsor.
- 11.3.2. The Sponsor assumes all risks associated with using our equipment and must have insurance to cover any eventuality that may occur from the use of our equipment.

12. Privacy & Personal Information

Scouts Canada respects people's privacy including their personal information ([BP&P Section 12000](#)) and so does 1st Uxbridge Scout Group. We will not share personal information amongst members or to other persons without permission.

12.1. Contact Lists

- 12.1.1. Sections may want to distribute phone or email lists to their parent/guardian group for the purposes of carpooling, or for other Scouting communications. In this case, individual permission must be obtained from each parent/guardian prior to including their name and information on a list for distribution.
- 12.1.2. Any completed list may be shared with parents/guardians/youth in the section.

12.2. Email

- 12.2.1. Unless consent has been obtained per Section 12.1, when sending emails to multiple recipients, the blind copy option must be used.
- 12.2.2. 1st Uxbridge Scouters may openly distribute emails within the 1st Uxbridge Scouter group for the purposes of conducting Scouting business.

12.3. Photographs

- 12.3.1. At the time of registration, parents/guardians are asked for a Photo Release Consent. Care should be taken to ensure that consent has been given prior to sharing/distributing photos or videos of any members.
- 12.3.2. Scouters can access consent information for their section via MyScouts.ca.

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1st Uxbridge Scout Group Committee Roster 2019/20

Executive Members

Group Commissioner: Lisa Hutchinson uxscoutsgc@gmail.com
 Group Treasurer: Jessica Marlatt jessicamarlatt@hotmail.com
 Group Secretary: Sandra Bowers uxregistrar@gmail.com

Registered Members

Group Administrator: Sandra Bowers uxregistrar@gmail.com
 Group Administrator: George Lagueux uxscout@gmail.com

Other Members

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Sample Section Budget

**1st Uxbridge Scout Section
2011/12 Budget**

Income	Budget	Subsidy
Dues	550.00	
Equipment Subsidy	600.00	600.00
Scout Truck Youth Fees	264.76	
Floor Hockey Youth Fees	132.00	
FAST Training Youth Fees	45.00	
Bowling Youth Fees	77.00	
JOTT Youth Fees	32.00	
Camp-Fall-Youth Fees	385.00	
Camp-Winter-Youth fees	385.00	
Camp-Spring -Youth fees	385.00	
Camp-Fall-Subsidy	220.00	220.00
Camp-Winter-Subsidy	220.00	220.00
Camp-Spring -Subsidy	220.00	220.00
Subtotal Section Income	3,515.76	1,260.00
Expenses		
Badges & Investiture supplies	150.00	
Activity supplies	175.00	
Court of Honour	80.00	
Patrol of the Month	100.00	
Equipment Expenses	600.00	
Scout Trucks	264.76	
Floor Hockey	132.00	
FAST Training	90.00	
Bowling	77.00	
JOTT	32.00	
Camp-Fall	605.00	
Camp-Winter	605.00	
Camp-Spring	605.00	
Subtotal Section Expenses	3,515.76	0.00
Income - Expenses	0.00	

Sample Event Financial Report

<i>Section A Camp - Spring</i>	
INCOME	
Youth Camp Fees	344.00
Subsidy Allotment	96.31
Total Income	440.31
EXPENSES	
Food	-99.31
Site Permit	-265.00
Consumable supplies	-52.00
Camp crests	-24.00
Total Expenses	-440.31
Closing Balance	0.00

<i>Section A Activity - Floor Hockey</i>	
INCOME	
Youth Activity Fees	45.00
Subsidy Allotment	15.80
Total Income	60.80
EXPENSES	
Food	-24.80
Registration fees	-36.00
Total Expenses	-60.80
Closing Balance	0.00

Sample Monthly Section Financial Report

1st Uxbridge Section A Financial Report	
01/02/2013 through 28/02/2013	
Opening Balance	1039.99
INCOME	
Floor Hockey Youth Fees	110.00
Winter Camp Youth Fees	280.00
Scout Truck Youth Fees	40.00
Bank Interest	0.35
Total Income	430.35
EXPENSES	
Uniform Supplies	44.03
Winter Camp Food	163.09
Winter Camp Permits	124.00
Scout Truck Kits	153.21
Total Expenses	484.33
Closing Balance	986.01
Bank Reconciliation	
TD Bank Closing Balance	1060.01
Minus Outstanding Cheques	124.00
Add Cash on Hand	50.00
Reconciled Closing Balance	986.01
Subsidy Allotment	
Previously Received	200.00
Claimed this Month	147.03
Remaining	3298.22

1st Uxbridge Group Committee & Scouter Guide Appendix 5

Group Cheque Requisition



**GROUP
CHEQUE REQUISITION**



Name: _____ Date: _____
(yyyy-mm-dd)

Description	Amount	Description	Amount

Total Expense: \$ _____ Signature: _____

Cheque # Authorized by: