**Welcome to 2nd Kirkham (St Michael's) Scout Group**

Dear Parent / Guardian

You have expressed an interest in your child joining our Scout Group.

The core age ranges in Scouting are: Beavers Scout Colony (6-8 year olds), Cub Scout Pack (8-10 ½), Scout Troop (10 ½-14). Our Scouts then join a District Explorer Scout Unit (14-18) - many joining the ‘Trogz’ Unit in Wesham, in addition some also help as a Young Leader (14-18).

In order to ensure the maximum flexibility in the activities that we can offer your child and the support that parents can provide, it is a Group requirement for your child joining our Scout Group that you are willing to accept the following conditions:

* That Leaders at Scout events may take photographs and videos of activities showing your child, for use only at Scout meetings or for publicity purposes, unless you specifically wish your child not to be photographed / videoed.
* That you pay 6 subscriptions of £18 during the year, at the start of every half term - £108 total per year.
* Failure to pay within one month of the subscription being due, or your child being absent for three consecutive weeks without explanation, will be taken as termination of your child’s membership of the Scout Group and their place will be offered to someone else.
* When a place becomes available for your child, you complete a more detailed ‘New Starter Registration’ from and, if you are an eligible UK tax payer, a ‘Gift Aid Declaration’ allowing the Group to collect Gift Aid on subscriptions and any donations.

These conditions enable us all – both Leaders and parents - to offer your child the fullest range of supervised activities and, above all, the most fun in their Scouting life.

If you are happy to accept these conditions could you please complete the ‘New Starter Registration’ form and, if you are an eligible UK tax payer, the ‘Gift Aid Declaration’ allowing the Group to collect Gift Aid on subscriptions and donations.

**New Starter Registration Form**

I accept the following conditions for my child joining the 2nd Kirkham (St Michael’s) Scout Group.

* I am prepared to offer occasional help to the Scout Group at events if asked and given reasonable notice.
* Failure to pay within one month of the subscription being due, or your child being absent for three consecutive weeks without explanation, will be taken as termination of your child’s membership of the Scout Group and their place will be offered to someone else.
* That Leaders at Scout events may take photographs and videos of activities showing your child, for use only at Scout meetings or for publicity purposes, unless you specifically wish your child not to be photographed / videoed.

|  |  |  |
| --- | --- | --- |
| **Childs Details** | | |
| Child’s Names\* |  | |
| Date of Birth\* |  | |
| Address |  | |
| Post Code\* |  | |
| Doctors Name & Address |  | |
| Allergies |  | |
| Medical Conditions |  | |
| Anything else we should know |  | |
| Photographs & Videos for Scouting purposes (delete as appropriate) | | Please exclude my child / please include my child |

|  |  |  |
| --- | --- | --- |
| **Parent Contact Details** | | |
|  | (1) | (2) |
| Parent’s Name |  |  |
| Parent’s Address |  |  |
| Contact numbers |  |  |

|  |  |
| --- | --- |
| **Emergency Contact (in case parents are unavailable)** | |
| Name |  |
| Relationship to child |  |
| Address |  |
| Contact numbers |  |

Note: The items highlighted above will be used for the UK Scout Association’s Census. All other data will be kept strictly for Scout Group use and destroyed when your child leaves the Scout Group.

**Gift Aid Declaration**

Name of charity: **2nd Kirkham (St Michael’s) Scout Group**

Please treat as Gift Aid donations:

* The enclosed gift of £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR
* All subscriptions / gifts of money that I make today and in the future as Gift Aid donations OR
* All subscriptions / gifts of money that I have made in the past four years and all future subscriptions / gifts of money that I make from the date of this declaration as Gift Aid donations.
* *Please tick the appropriate box*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Donor’s details (Please PRINT) | | | | | | | |
| Title |  | Initial(s) | |  | Surname | |  |
| Address |  | | | | | | |
| Post Code |  | | Date | | |  | |
| Signature |  | | | | | | |

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs), that I donate to, will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

**Please notify 2nd Kirkham (St Michael’s) Scout Group if you:**

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self-Assessment tax return if you want to receive the additional tax relief due to you.

***2nd Kirkham (St Michael’s) Scout Group – GDPR Statement***

*This Privacy Statement sets out what we do with Personal Data and what you can expect from 2nd Kirkham (St Michael’s) Scout Group, Fylde District as part of our obligations when processing this Personal Data. Additional information about our general data privacy position can be obtained by contacting the Group Executive Committee.*

*Information is being collected of both your son / daughter and responsible adult / adults.*

*The information is being collected to;*

* *Identify the member*
* *Verify that the member’s age is acceptable for the event*
* *Contact emergency contacts in the event of an emergency*
* *Administer any medications that may be required during the event*
* *Inform the event organiser of any disabilities, cultural or any additional needs they may need to cater for*

*This data is securely stored [this data is stored in paper or electronic form]. We take data security seriously.*

*Appointed adults within Scouting and Parents / Guardians will have access to this information. Electronic information can be accessed via OSM* [*https://www.onlinescoutmanager.co.uk/login.php*](https://www.onlinescoutmanager.co.uk/login.php) */ Compass* [*https://compass.scouts.org.uk/login/User/Login*](https://compass.scouts.org.uk/login/User/Login)

*Data will be destroyed by the Group as detailed within the Group’s Executive Committee Retention Policy. Contact the Executive Committee for a copy of this Policy via e-mail to* [*2ndkirkhamscoutgroup@fyldescouts.org.uk*](mailto:2ndkirkhamscoutgroup@fyldescouts.org.uk)