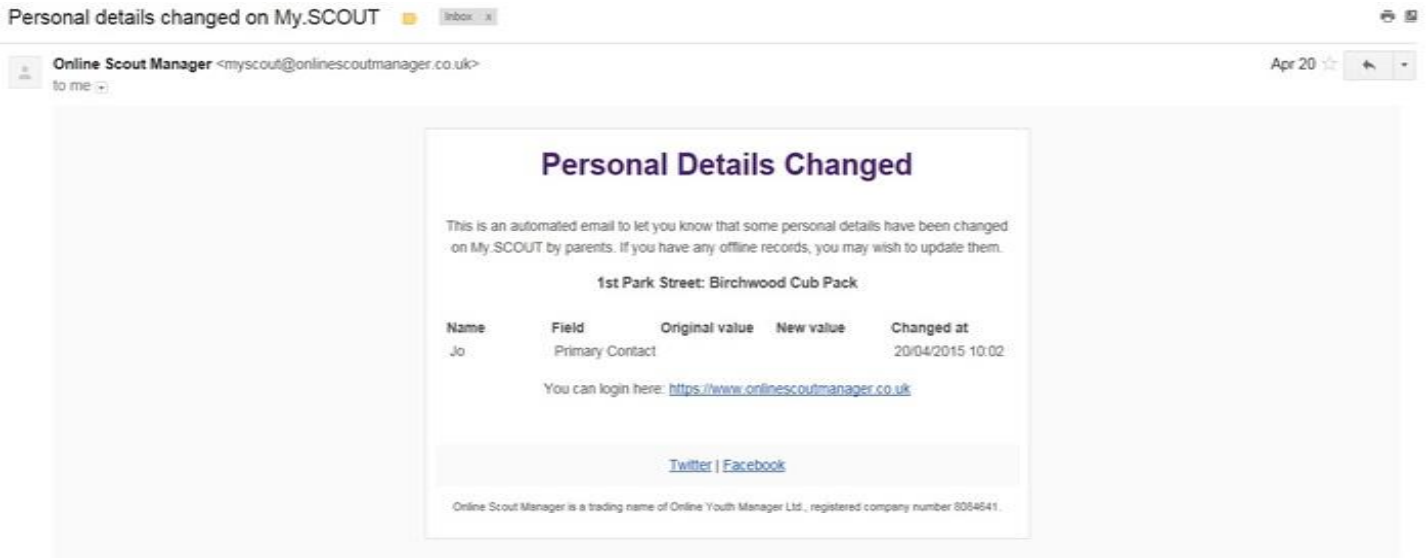




Dear Parents,

My.Scout was introduced to all Beaver, Cub and Scout sections within the group back in September 2015 moving the group from a manual to an online data recording and payments system. By going to MyScout it has given parents the ability and responsibility of adding and amending any of their child’s personal details – address, phone numbers, medical details etc. as and when required. As such parents should always view the personal details page when visiting MyScout and adding the information asked. Please note that we require a 3rd party and not a parent for the emergency contact.



Parents and children will now be able to view the uniform jumper or shirt of the section to which they belong to see where the badges they have been awarded go, which badges their child should have and how they are progressing with the ones that they have started. Due to the recent scouting rebranding, certain badges are now no longer available and as such will not be awarded as they needed to be completed by the end of August.





Parents and children will now be able to view the full weekly programme that the leaders have set for that term. Leaders will now be able to state within this programme the activity that night, it's location, the badge it will cover, any extra items the child is required to bring and the number of extra adults if required, linking to the parents' rota. Parents who wish to take part in an evening that is requiring help can then hit the red tab and put their name down to help on that week. This information is automatically sent to the leaders and entered on the parent's rota system. Please remember that all sections run a parents rota and that all parents are required to take part in 2-3 meetings per year.

Date	Time	Name	Details
02/02/2015		Air Activity Badge (Part 2)	
09/02/2015	18:00 - 19:30	Pancake Day - Tin can pancake cooking - Home Help Activity Badge (Part 1)	
16/02/2015		Half Term	
23/02/2015	18:00 - 19:30	Airport Marshal Signals - Air Activity Badge (Part 3)	
02/03/2015		Use of Phones, Texts & Emails - Communicator Activity Badge (Part 1)	
09/03/2015		Sewing a badge on Cub Jumper & Ironing their group scarf - Home Help Activity Badge (Part 2)	Parent help required - I can help
23/03/2015		Home Help Activity Badge (Part 3)	
24/03/2015		James Bond Night Code Breaking - Communicator Activity Badge (Part 2)	

All of the groups' sections collect their termly subs via MySCOUT & GoCardless. Spring Term – January, Summer Term – April & Autumn – September.

The original email sent by your section when joining for access to their MySCOUT will also ask to activate a direct debit. Once set up the system sends out automated reminders before subs are due to a maximum of 3 emails. Leaders are informed via the system on who has or has not paid. If there is a failure to pay termly subs which should be before the first meeting of each term (latest second week of term) the group's non-payment ruling will come into force where the child will be excluded from further meetings until that payment has been received.

Description	Payment Date	Amount	Last updated	Status
June 2015	10/06/2015	£35.00	21:14 28/06/2015	Initiated
October 2015	10/10/2015	£35.00	n/a	Direct debit is active
February 2016	10/02/2016	£35.00	n/a	Direct debit is active

Cancel direct debit and any initiated payments



Leaders now send members invites to events with a description, the cost and permission form if required. Parents can then via the link say **YES** or **NO** to attending which will populate the leaders' event details, eliminating the need for multiple emails to / from leaders.

For each event a deadline date will be set – if a member does not reply before this date they will automatically be classed as not attending and will not be able to attend. Reminders are also automatically sent out to remind parents that the event is taking place.

Payment for these events will mostly be taken via MyScout & GoCardless be that as one payment or many depending on the events set up. On occasions there could be the need to pay via cash or cheque if this is required by the leaders. If paying by cash you should be given a receipt by the leaders.

Date	Event	Cost	Attending	Details
31/01/2015	District Swimming Gala	£5.00	Yes	View
01/02/2015	Royal Air Force Museum - Hendon	£0.00	Yes	View