

Group Registration Summary—Fill-in Form Instructions

- STEP 1:** Check the Council tick boxes to ensure you have the correct version for your Council
Calculations are done automatically so you need to be using the correct form.
Click on the Highlight Fields Button in Adobe (Top Right)
Click on the Date field and then the drop down arrow to choose Date.
Tab from field to field.
Date, Group and Area are required fields.
- STEP 2:** Recording the # of youth joining and # of adults joining
- Count the number of each youth and adult in each of your sections and record them in the appropriate column using the following guidelines.
 - The number of youth joining from September to February is reported in the **Joining from Sept-Feb** column.
 - If a youth joins after March 1 it is recorded in the **Joining after Mar 1** column.
 - There is also a reduction of fees for the third or more youth members in a family. This is recorded in the **3rd or more Youth in a Family** column.
 - If a youth is an Activity Leader or Scouter-in-training and is not a Scout or Venturer record them in the **Non-Participant AL/SIT** column.
- STEP 3:** Record Subsidies and Special Fees in the rows below
- There are two Subsidies lines. Choose the Subsidy using the drop down box and record the Number of youth and the amount requested. The calculation will be done automatically
 - If you are requesting a special fee for a youth or a variety of fees for a number of youth record the details in the Special Fee line. A calculation is not done so you will need to enter the total in the right hand column
- STEP 4:** The total calculations are done for you.
- STEP 5:** Recording additional Paperwork.
- Tick the **Charter** or **Financial Report** tick boxes if they have been included
 - Record a **Credit (and Invoice number if appropriate)** and explain why you have a credit in **Credit Explanation** field at the bottom of the page .
 - Record in the **PRC Applications** field Police Record Checks which must be forwarded to the Police Dept by the Office as per the PRC Instructions i.e. Outside Provider. The fee per PRC can be found in the PRC Instructions.
 - Record in the **Completed PRCs** if there are Police Record Checks which have already been processed by the police.
 - Other Comments could include such things : i.e. Volunteer Screening Checklists enclosed.
- STEP 6:** Print 2 copies: one for you and one to be included with the registration package. Your Area may require a copy too.