



# Scouts Canada - Group Registration Summary Date: \_\_\_\_\_

Council: CEC GTC SWC

Group: \_\_\_\_\_ Area: \_\_\_\_\_

SECTION	# OF YOUTH				Other Fees	# OF ADULTS		
	Joining from Sept-Jan	3rd or more Youth in a Family	Joining After Feb 1	Non Participant AL/SIT				
COLONY								
COLONY								
PACK								
PACK								
TROOP								
COMPANY								
CREW								
GROUP COMMITTEE								
OTHER								
<b>TOTAL MEMBERS</b>							<b>Total # of Members</b>	
<b>FEES PER MEMBER</b>								
<b>TOTAL FEES</b>							<b>Total Group Fees</b>	
<input type="checkbox"/> Charter <input type="checkbox"/> Financial Statement		<b>** Credit:</b> From Previous INVOICE #						-
Subsidy	Type:			# of youth	Fee			-
Subsidy	Type:							-
Special Fee	Type:							-
PRC Applications:		PRCS @ \$						+
						Sub Total		
Completed PRCs:						Cheque Received		-
						Balance		
Other Comments:					Group Signature:			
					Area Signature:			
** Credit Explanation:					Invoice #	Batch #		

## Group Registration Summary

**STEP 1: Identify your Council (Circle one), your Group and Area and date the Report.**

**STEP 2: Identify your sections.**

i.e.:   A   Colony, Wolverine Pack,   B   Troop etc.

**STEP 3: Reporting the # of youth joining and # of adults joining**

- Count the number of each youth and adult in each of your sections and report them in the appropriate column using the following guidelines.
- The fee for each youth joining from September to February is reported in the **Joining from Sept-Feb** column.
- If a youth joins after March 1 the fee is reported 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 reported in the **3rd or more Youth in a Family** column.
- If a youth is a Scout or a Venturer and is also an Activity Leader or a Scouter-In-Training count him as a youth in his section and put him in brackets in his “adult” section. i.e.: Jane is one of 5 Venturers and is an S. I. T. in B Pack with 2 other leaders.

	# of Youth Joining	# of Adults Joining
<u>  B  </u> Pack		2(1)
<u>  A  </u> Company	5	

- If a youth is an Activity Leader or Scouter-in-training and is not a Scout or Venturer report them in the **Non-Participant AL/SIT** column.

**STEP 4: Record Subsidies and Social Fees in the rows below**

- any other fees such as Subsidy requests that have been applied for following the instructions in the Registration Kit.
- Record the Type of Subsidy, Number of youth and the amount requested .

**STEP 4: Calculate the Totals**

- In the **TOTAL MEMBERS** row add up the members in each column and record the totals.
- In the **FEES PER MEMBER** row enter the fees listed in the Registration Kit in the appropriate columns.
- In the **TOTAL FEES** row multiply the total members in each column by the appropriate fee and record the totals.
- On the right hand side fill in the **Total # of Members** and **Total Group Fees**

**Step 5: Recording additional Paperwork.**

- Tick if the **Charter** or **Financial Report** have been included
- Record **Credit** and at the bottom of the page explain why you have a credit.
- Record in the **PRC Applications** if there are PRCs 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 **Completed PRCs** if there are PRCs which have already been processed by the police.
- Other Comments could include such things as Volunteer Screening Checklists.