

## 49th Croydon Scout Group

HQ: Christchurch Methodist Church, 114 Lower Addiscombe Road, Croydon, Surrey, CR0 6AD  
www.49thscoutgroup.co.uk



### Personal Details Form

Please fill in with block capitals

#### Personal Details

Name: \_\_\_\_\_  
Section: Beavers  Cubs  Scouts  Leader  Helper   
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Gender:  Male  Female  
Religion: \_\_\_\_\_  
Ethnic Background: \_\_\_\_\_

#### Contact Details

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Contact Numbers: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email (for mailing list): \_\_\_\_\_  
Emergency Address: \_\_\_\_\_  
(different from above address) \_\_\_\_\_  
\_\_\_\_\_  
Emergency Postcode: \_\_\_\_\_  
Emergency Numbers: 1: \_\_\_\_\_ 2: \_\_\_\_\_

#### Medical Details

Doctor's Name: \_\_\_\_\_  
Doctor's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Doctor's Postcode: \_\_\_\_\_  
Doctor's Tel No: \_\_\_\_\_  
Special Needs: \_\_\_\_\_  
\_\_\_\_\_  
NHS Number: \_\_\_\_\_ (this must be filled in)

#### Background

Parent/Carer Name(s): 1: \_\_\_\_\_ 2: \_\_\_\_\_  
Parent/Carer \_\_\_\_\_  
Hobbies/ Interests: \_\_\_\_\_  
School: \_\_\_\_\_

#### Scouting Details

Previous Scouting: \_\_\_\_\_

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### Gift Aid Scheme

Within the Group, we operate a Gift Aid scheme which is provided by HM Revenue & Customs. The scheme allows us to treat your membership subscriptions as a donation to the overall running cost of the Group, and therefore we can reclaim 25p for every £1 you give to us against the tax you have paid to HM Revenue & Customs on your income.

This provides the Group with a large amount of money with which we can subsidise camps and other activities.

For example, if you give us £30 for the termly membership subscription, we can claim an additional £7.50 from HMRC, meaning the subscription is worth £37.50 rather than £30 at no additional cost to you.

The reason this does not cost you any extra money is that the money we reclaim for the Group is paid to us from the tax you have already paid to HMRC. The difference is that the money is passed to us to further the scouting opportunities of the young people in our Group, rather than going into the pockets of the Taxman.

#### Key points related to the Gift Aid scheme

- If you would like to sign up for the scheme, you must be a UK Tax Payer and pay more tax than we reclaim per year.
- It doesn't cost you any extra money; we reclaim 25p in every pound from money you have already paid as tax on your income.
- You must inform us if you change your address.
- If you no longer pay sufficient tax to cover the amount we claim in Gift Aid, you must inform us as soon as possible.
- You can cancel your involvement with this scheme at any time either verbally or in writing.
- If your child leaves the group we can claim Gift Aid on their membership subscriptions up to the date they left unless you indicate otherwise.
- We will only claim Gift Aid on your termly membership subscription, as other monies paid to the group are for a particular activity or service and are not considered to be a donation to the overall running of the Group.

Please complete the form on the next page if you wish us to claim Gift Aid on all membership subscriptions you make from this date onwards.

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# Gift Aid declaration

*giftaid it*

I would like the 49<sup>th</sup> Croydon Scout Group to treat all membership subscriptions for

\_\_\_\_\_ (young person's name)

as a Gift Aid donation from this date onwards unless I give notice of my intention to cancel either verbally or in writing.

I understand that:

- Gift Aid will be claimed on membership subscriptions up to and including the date of cancellation.
- I must pay an amount of income tax or capital gains tax at least equal to the tax that the Group will reclaim on the payments (currently 25p for every £1.00 that I give).
- I can cancel this declaration at any time simply by informing the 49<sup>th</sup> Croydon Scout Group.
- I must notify the 49<sup>th</sup> Croydon Scout Group if I change my name or address.
- If I pay the higher rate I may be able to claim further tax relief via my Self Assessment tax return.

Title: Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Full name of tax payer: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### Activities Outside The Hall Permission Form

During the programme we provide across all sections of the Group there may be activities that take place outside of the Church Hall.

This applies to activities which may take place on a Tuesday evening during the usual meeting time, or outside of the usual meeting time. An example of an activity this applies to is the Group Summer Games Evening which is on a Tuesday in the summer from 18:45 to 21:00 and takes place at Bingham Recreation Ground.

For these types of events and activities we do not seek specific parental permission due to the amount of administration required for each activity and costs relating the printing and distributing the permission forms. Instead we request that you complete the form below indicating your consent for the young person named to partake in any activity outside of the hall on Tuesday evenings.

We will inform of any decision to take the young people in our Group out of the hall in advance.

Once signed, this form is valid until the named young person leaves the Group or moves on from the indicated section.

Delete where applicable

I/We \_\_\_\_\_

Give permission for \_\_\_\_\_

in the:       Beavers                               Cubs                               Scouts

To take part in activities outside the Church Hall whilst they are a member of the section indicated above or until they leave the Group.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### E-mail Mailing List

If you would like to be notified of events/activities related to the Group, please fill in your email address in block capitals below and select which section your young person is currently in – Beavers, Cubs, or Scouts.

When they move up to the next section you will then receive emails for that section instead of the current one. If/when they leave the Group you will stop receiving the emails.

This service is contained within the Group, it is not being provided by a third company, therefore your email address will not be available to anyone other than us.

If you wish to stop receiving emails, or if you have changed your email address, you can email [changemailings@49thscoutgroup.co.uk](mailto:changemailings@49thscoutgroup.co.uk) stating the change required.

If you provide the email address of the young person in the Group and get them to sign, they will also receive emails.

Alternatively if you would not like to participate in this service, please indicate this by ticking this box .

Every letter composed by us goes onto the website and an email is sent out to all registered email addresses with a link to an electronic version, this is in addition to physical copies which are handed out.

Delete where applicable

#### Section 1 – To be completed by the parents/guardians

I/We \_\_\_\_\_, parents/guardians of \_\_\_\_\_

would like to receive emails for the:       Beavers       Cubs       Scouts

on the following email address:

\_\_\_\_\_@\_\_\_\_\_

(block capitals please)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### Section 2 – To be completed by the young person (if applicable)

I would also like to receive emails on the following email address:

\_\_\_\_\_@\_\_\_\_\_

(block capitals please)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### Photographs and Video Parental Permission Form

From time to time digital or 35mm cameras may be used to take photographs and/or video cameras may be used to record video footage of the young people in our Scout Group taking part in various scouting activities.

These photographs/videos may be used to promote our Scout Group by means of physical displays and on our website.

At no point will photographs or video footage be accompanied by the names of the young people. If the name of a young person is present within video footage the audio will be either removed, 'bleeped' out, or the footage will not be used.

Delete where applicable

I/We \_\_\_\_\_

being the parents or legal guardians of \_\_\_\_\_;

- agree/object to photographs and videos being used in physical displays to promote the group.
- agree/object to photographs and video footage being placed on the Group's Website, and acknowledge that source files may be hosted on alternate servers, due to lack of storage space on the Group's Website.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### Parental Help

Although we have a fairly strong leadership team within our Group, from time to time we find that we do not have enough leaders to adequately staff various activities and events. This either leads to the leaders being too stretched, activities being restricted in size, or being cancelled.

There are many activities and tasks within the Group that the leaders would be grateful of help with, some of which are listed and explained below.

**Marquee Hire:** Our Group hires out marquees for parties and other functions. The money raised from these hires helps to subsidise camps and outings. It also helps to keep the termly subscriptions the same year on year.

**Camps:** When we go away on camp sometimes the leaders need help to adequately staff it. This could be helping with cooking or assisting with a wide game or other activity.

**Outings:** When we go on group or sectional outings, additional help is sometimes required in order to look after the young people.

**General Help:** For events such as the Group Summer BBQ, and Fireworks Evening. We need people to help with refreshments, taking money on the door, etc.

At the bottom of this page there is a form which we ask you to fill in and return. By indicating which areas you would be able to assist with, it helps the leaders plan activities and events more efficiently as we have a better outlook on the amount of people volunteering their help.

The form is not a binding contract, so do not feel we will pressure you into helping with something just because you have said you would.

Because of Child Protection Legislation, all adults must be CRB cleared before they can help out at events where they have access to the young people in the Group. Because of this we get all new parents to complete a CRB form. This is so that in the future if you offer your help at an event, we don't have to wait up to six weeks for the clearance to come back.

On the CRB form, using black ink and block capitals, please fill in section A, C (relevant parts only), D (if relevant), and H. You do not have to fill in section B, E, F, G, X, Y, or Z. When you return the form we need to see either your passport, driving licence, Birth Certificate, or Marriage Certificate so we can fill in part X.

Delete where applicable

I/We \_\_\_\_\_, parent/guardians of \_\_\_\_\_

would be interested in helping with:

Marquee Hires	<input type="checkbox"/>
Camps	<input type="checkbox"/>
Outings	<input type="checkbox"/>
General help	<input type="checkbox"/>

I/we am/are not able to help with anything; however we may be able to help in the future

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## BEHAVIOUR POLICY

Dear Scout,

Our Troop has a behaviour policy which was decided by the Scouts in our Troop:

1. No violence or fighting.
2. Respect everybody and their property.
3. Don't annoy people.
4. Listen when you are being spoken to.
5. Do not insult or make other comments about people.
6. No swearing.
7. Act maturely.
8. Be polite.
9. Don't talk when other people are talking.
10. Stand still when required.
11. Wear correct uniform.
12. Follow instructions.

If everyone follows these very simple points it will ensure the safety and enjoyment of your fellow Scouts and that of the Leaders.

Because of this if you break three or more of these points in one meeting; you may be required to miss Scouts the following week.

Please sign the top part of the slip below and get your parents/guardians to sign the bottom half, then return it to us.

I \_\_\_\_\_ (Scout's name)

understand the points in the behaviour policy and also understand that if I break three or more of these points in one meeting I may be required to miss Scouts the following week.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I/We \_\_\_\_\_ (Parent(s)/Guardian(s) Name(s))

understand the points in the behaviour policy and also understand that if the above named Scout breaks three or more of these points in one meeting they may be required to miss Scouts the following week.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_