

To: - Group Scout Leaders /Assistant Group Scout Leaders
Group Secretaries
District Explorer Scout Commissioner /Administrator,
District Network Commissioner

cc- District Chairman, District Treasurer

Tuesday, January 09, 2018

Annual Census of Membership 2018

The purpose of this document is to support the collation of our census for 2018. We will be using the same system as previous years to take the 2018 census, except with the addition of pages for sections at all levels. This will mean that there is a page for each Beaver Colony, Cub Pack and Scout Troop at Group level and a page for each Explorer Scout Unit. There is also an additional requirement for information on top awards. As a District we will continue to collect basic information to ensure that our census is accurate and to support membership services.

Adult volunteers and Scout Network members no longer pay a **UKHQ membership fee** and so the membership fee will be calculated based on the number of Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts only.

Why do we have a census?

The census allows The Scout Association, at all levels, to obtain information about the number of members that are taking part in Scouting activities, whether they are young people or adult volunteers and serves as a record for our insurers. The census figures also provide information regarding the payment of the national and District membership fee. The fee for Lonsdale members this year is **£36.50** per head- this is the same as previous years, despite the increase in the HQ fee. We had reduced the District Levy to maintain the current membership fee. Further information on this amount, how it is calculated, and how the money is spent can be viewed on the District Website.

What do I need to do?

All members of Scout Groups and the Scout District must be recorded on the census, this includes executive committee members. Guidance and the online form is available now at census.scouts.org.uk - Your login ID and passwords have been sent directly to GSLs. They are also available, upon request, from the District Secretary.

The online form enables entry over a period of time, so updates can be made until the form is marked as finished. The deadline for completion is **11th February**, to allow time for the District checks. Your membership forms, and the online forms must be completed by this date, with membership forms being emailed to the District Secretary.

Meeting the deadline is of paramount importance.

What information is required?

On the main census form, you will need to give numbers for youth members and adult members within the Group/Explorer Scout Unit. The total number of young people of each age and gender needs to be recorded in the relevant section. Alongside this, we ask for information regarding ethnicity and additional needs. This information is anonymous and enables The Scout Association to understand the composition of the membership and provide the most appropriate support. Similar information is required for adult volunteers. It is important that this information is accurate.

- All young people must be recorded on the census who are members as at **31st Jan 2018**. This means any young person who joins during January 2018 would be expected to be on the census. They enjoy membership benefits from day one and not after they are invested. Moreover, care must be taken to ensure young people transferring between sections are captured. This is a particular concern for Scouts moving to Explorer Scouts.
- All adults must be recorded on the census who volunteer in any capacity (except occasional helpers) as at **31st January 2018**. This includes all members of Group Committees (**who should now be registered on**

Lonsdale District Scouts

3 Moor Street Lancaster LA1 1PR

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Registered Charity Number 1027167



'Compass') and all section assistants. This also includes any adult who has recently begun to volunteer with us, irrespective of whether they've been invested or attended an appointments interview. Given there is no fee payable there are no reasons why Groups ought to be reluctant to do this and it is important that we have an accurate record of our volunteers. There is a particular set of criteria for the occasional helper role and care must be taken so we don't misuse this, as it is not a member's role and they do not enjoy membership benefits and awards. An occasional helper is someone who volunteers less than once a month.

Each Group will be asked to submit a list of adult members' names and roles, this is so we can check that there are no duplicate entries, and also identify where we have new adult leaders who have been unable to begin the appointments process currently. This is vital, and we will be cross-checking our adult records on 'Compass' with the annual census to ensure we have complete and up-to-date records.

What about joining lists?

As part of your census return you are asked to complete information about the joining list for each of your sections. This relates **only to young people who are old enough** to join the relevant section and are unable to join because that section is currently full. Groups may also maintain a register of interest for young people not yet old enough to join the Beaver section. This **should not** be declared on the census return.

Insurance.

The Scout Association now operates a named-based insurance policy as opposed to the previous 'block' policy of the past. Therefore, it is imperative that all members are registered. There will still be an arrangement in place for young people "trying out" Scouting, i.e. bringing a friend to a meeting. A similar arrangement will be in place for adults too. Claims against our insurance policy can be made by a young person or their family up to the age of 21yrs. This could be for incidents that happened years earlier. In these cases, we will need to be able to establish if that person was in fact a member of the Association at the time the incident occurred. Given what we are covered to do by our insurers, it remains excellent value.

Invested Members.

There is currently some confusion regarding which young people should be placed on the census. A young person is only invested once. Each time they move to a new section they renew their promise, they are not reinvested and therefore they must appear on the Group census. If the young person is between Scouts and Explorers then the Group Scout Leader and Explorer Scout Leader must decide where the young person will be registered, it is imperative that they are. For census purposes, all young people should be recorded on the census if they have been invested. To provide a sense of belonging young people should be invested within the first four weeks of attendance. Young people may wish to attend section meetings to help decide if they would like to join and many Groups across the County now allow "try-it" nights, up to three meetings. After that, the young person must decide if they are to join, or not. During this time the young person is insured by the Scout Association.

Continuous Membership.

This refers to earlier comments about insurance and membership. Young people who are transferring between sections at census time **must appear on the census**. This ensures records are kept correctly and these records can be referred to as accurate in future years, if needed, such as for insurance claims.

Financial Arrangements.

Information contained in this letter may require your Group or section to reflect on how they collect membership fees and costs associated with delivering Scouting. We currently have a wide mix in the District from weekly payment in cash, to termly cheques, to standing orders. Gift Aid is currently only used for about 60% of our Groups. Some Groups now ask families to pay a joining fee as an interim payment to cover costs. Some Groups ensure that membership fees are collected as part of termly payments thus ensuring this money is with the Group in good time before the census date. If any Group would like assistance or information this can be provided, please ask the District Treasurer.

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The annual membership fee in Lonsdale's is: **£36.50**– After the census, your Group will be issued with a bill and a payment date; payments before that date being 50p cheaper per head, than payments afterwards.

Young Leaders

The policy from previous years remains. If a young person attends an Explorer Scout Unit and pays membership fees to that unit then the Unit is responsible for paying their membership fees, regardless of whether or not they are a young leader. Young Leaders are registered for statistical purposes only on the Scout Group return form, but registered as District Explorer Scouts on the District return. It is important that these figures match. For Explorer Scouts who are solely Young Leaders then the Group is responsible for their payment.

It is important that a distinction is made between Young Leaders and D of E Students. Firstly, both should be registered with the Explorer Scout Administrator using the Young Leader form. D of E students will not have been invested as members of the organization - a Young Leader should have been. D of E students are volunteering for a specific time-frame only. Usually, 3 months for bronze, 6 months for silver and 12 months for gold. If the student is out of that time period then they are continuing as a Young Leader and therefore should be registered (with the Explorer Scout Administrator and declared on the Census).

Explorer Scout Administrator- Tracy Seton – tracy_seton.t21@btinternet.com

Adults with multiple roles:

It is important that adults with multiple roles are registered against their principle role (the role they spend the most time doing) to avoid duplication. If you are unsure, please raise this with the District Commissioner.

Time Scales:

It is envisaged that all Groups will complete the Group Return form electronically this year online. To support your planning the timescales are detailed below.

9 Jan 2018	District Letter and Passwords sent to Groups.
11 Feb 2018	Deadline for the completion of the census return forms
18 Feb 2018	Invoices sent to GSLs for payment of membership fees.
28 Feb 2018	Deadline for payments to be made to the District Treasurer. (Details will accompany invoice)

In Summary:

- Complete your census return online by 5pm on 11th February 2018.
- Remember to provide a breakdown of ethnicity, additional needs and top awards
- Include all new members and any moving between sections.
- Only include members old enough to join a section in your waiting list figures.
- Pay promptly.

With a tight timetable, it is important we all stick to the timescales. Should you need any support please contact Alan in the first instance.

Best Wishes.



Alan Hague
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